



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF  
JAMAICA  
**MINISTRY OF HEALTH**

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Surveillance Officer
<b>JOB GRADE:</b>	SOG/ST 6
<b>DEPARTMENT:</b>	Health promotion & Protection/Disease Prevention & Control
<b>REPORTS TO:</b>	Medical Officer - Surveillance
<b>MANAGES:</b>	HIV/AIDS Surveillance

This document is validated as an accurate and true description of the job as signified below

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date created/revised

## **JOB PURPOSE**

To monitor the trends in prevalence of HIV/AIDS in the Jamaican population, providing data to:  
Evaluate the impact of the National HIV/STI programme's preventive activities  
Guide future programmes and interventions  
Measure the burden of HIV/AIDS

## **KEY OUTPUTS**

1. Annual sero-surveys conducted among the ANC and STI clinic attendees.
2. Survey reports documenting trends in prevalence rate of antenatal and STI clinic attendees
3. Quarterly sero-prevalence reports for selected population groups, disaggregated by gender, age and group.
4. National AIDS Summary reports generated quarterly.
5. Data collected from major public hospitals and other places such as hospices.
6. Timely dissemination of reports for field investigation.
7. Alleged transfusion investigation report prepared

## **KEY RESPONSIBILITY AREAS**

1. Plans, co-ordinates, HIV sero-survey among antenatal, sexually transmitted infection clinic attendees and other selected groups. Collates/analyzes data and prepares reports.
2. Collects, collates, analyzes HIV data from selected population groups and prepares reports.
3. Active surveillance of major hospitals and other places such as hospices collecting data, to ensure completing reporting of HIV/AIDS cases to the Ministry.
4. Verifies and validates all individual HIV/AIDS reports submitted to the Ministry from private and public sector islandwide, by checking each form and ensuring readiness for data entry.

5. Carries out timely dissemination of HIV/AIDS data to field staff for investigation
6. Participates in special surveys/investigations as required.
7. Carries out investigations and prepares reports for cases of alleged HIV infection through blood transfusion.
8. Performs any other related duties as assigned by Medical Surveillance Officer/ Executive Director, National HIV/STI Prevention and Control Programme.

### **PERFORMANCE STANDARDS**

1. Reports generated are accurate and delivered on a timely basis
2. Confidential information obtained on the job is preserved
3. Quality checks on field data are carried out frequently
4. Medical Surveillance Officer is advised promptly of changes in epidemiologic trends.

### **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Levels</b>
Knowledge in Epidemiology methods and public health	
Working knowledge of statistical techniques and tools	
Knowledge of the national health policies	
Ability to deal with sensitive issues and data and maintain confidentiality of information.	

<b>Core Competencies</b>	<b>Levels</b>
Managing external relationships	2
Written communication skills	2
Initiative	2
Use of technology	2
Oral communication skills	2
Interpersonal skills	2
Teamwork and cooperation	2
Analytical thinking	2
Problem solving & decision making	2
Planning & organizing	2

Goal/result oriented	3
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### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Training in Epidemiology and minimum of three (3) years working experience in the health sector
- Any equivalent combination of education and experience.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Will be required to travel
- May be exposed to handling blood and other body fluid.
- May be required to work in volatile communities

### **AUTHORITY**

N/A