



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

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Manpower Planner
<b>JOB GRADE:</b>	GMG/SEG 2
<b>DEPARTMENT:</b>	Human Resource Management & Corporate Services
<b>REPORTS TO:</b>	Director, Manpower Planning
<b>MANAGES:</b>	N/A

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 conduct Human Resource Planning and forecasting in order to provide adequate numbers of qualified and competent Health Care Professionals relevant to the Ministry's current and future state.

## **KEY OUTPUTS**

1. Criteria for staffing mix established
2. Manpower plans prepared
3. Strategies to address the problem of supply of Personnel to the Health Sector addressed
4. Succession planning formulated
5. Skills mix of health care workers improved

## **KEY RESPONSIBILITY AREAS**

1. Develops and implements systems for selection and training of health care givers, as required, based on projections for the public and private sectors.
2. Utilizes the Human Resource Management Information System to undertake continuous review and analysis of current data on numbers skills, education, experience, and age distribution of health personnel to determine the effectiveness of the workforce in meeting the needs of the health sector.
3. Assists with the formulation of Human Resource Development Policies for the National Health Services.
4. Collaborates with the Director, Manpower Planning and the Director, Personnel to develop and implement Succession Plans to ensure the availability of competent persons to fill key positions in the future.
5. Participates in the development and implementation of programmes to reduce attrition of qualified personnel from the Public Sector.
6. Collaborates with the Director Manpower Planning and Development, to determine the type of education/training and financial resources required to achieve the projected manpower needs for the Health Sector.

7. Provides information about the benefits of enrolling in health professional training programmes.
8. Collaborates with the Regional Health Authorities to ensure that placement of technical staff requiring internship and employment occurs.
9. Submits Posts Operation Requests to the Ministry of Finance.
10. Represents the Ministry at meetings relevant to Human Resource Planning.
11. Prepares and submits reports.
12. Conducts workshops as required.
13. Provides guidance for staff through coaching and mentoring.

### **Other Responsibilities**

Performs any other related duties that may be assigned from time to time.

### **PERFORMANCE STANDARDS**

1. Criteria for staffing the various categories of health facilities/institution are developed.
2. Strategies are devised for addressing the problem of supply of personnel to the health sector.
3. Manpower plans are submitted in a timely manner.
4. Suitable qualified staffs are employed.
5. Placement of technical staff for internship and initial employment is addressed
6. Succession plans are formulated and implemented.

## **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>
Knowledge of Human Resource Management policies and practices
Strategic Vision
Analytical and problem solving skills
knowledge of Human Resource Management Principles and Practices
knowledge of Government Staff Orders and Establishment Acts
Forecasting skills
Knowledge of current workforce planning trend
Excellent counseling/conflict management skills

<b>Core Competencies</b>	<b>levels</b>
Use of technology	2
Written communication skills	2
Oral communication levels	2
Customer and quality focus	2
Initiative	2
Problem solving and decision making	2
Coordinating skills	2
Teamwork and cooperation	2

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Masters in Human Resource Management with at least two ((2) years experience in Human Resource Analysis and forecasting - or
- BSc. in Human Resource Management with at least four (4) years experience in Human Resource Analysis and Forecasting

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

- Numerous critical deadlines
- Irregular working hours

## **AUTHORITY**

- Conduct research and develop Manpower Plans.

- Access information from the Human Resource Management Information system