



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Health Systems Improvement
JOB GRADE:	GMG/SEG 4
POST NUMBER:	53587
DIVISION/BRANCH:	Policy Planning and Development Division/Health Systems Improvement Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Policy, Planning and Development
MANAGES:	Health Systems Analyst Health Economist Economist Health Planner Secretary 2

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

Employee Date

Manager/Supervisor Date

Head of Department/Division Date

Date received in Human Resource Division Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Reporting to the Director, Policy Planning and Development, the Director, Health Systems Improvement directs and coordinates the continuous review of the health system and recommends changes to the national strategy.

2. KEY OUTPUTS (Results, Deliverables)

- Programmes/ projects for reform of the national health sector identified;
- Implications of Health care ideas/proposals evaluated;
- Policy papers formulated;
- Strategies for the health sector reviewed;
- Developments in health systems monitored and evaluated;
- Technical advice provided;
- Service Level Agreements revised and implemented;
- Annual budget for branch prepared and monitored;
- Annual and individual work plans prepared;
- Reports prepared and submitted.
- Human Resource Management functions addressed

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the ministry's strategic and business planning process;
- Contributes to the preparation of the Operational Plan and budget for the Policy, Planning and Development Division;

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December 12, 2017

- Collaborates with staff in the preparation of the annual work plan for the Branch in accordance with the Divisional Operational Plan and the Ministry's Business Plan;
- Contributes to the preparation of the Branch's annual budget and monitors the allocation and expenditure of funds;
- Prepares individual work plan;
- Ensures that the work of the Branch is carried out according to plan and agreed targets achieved;
- Provides technical advice to the Permanent Secretary and Senior Management in the Ministry;
- Contributes to the preparation of status reports for the division;
- Prepares and submits quarterly status reports on progress against targets set in respect of key performance indicators;
- Represents the ministry at meetings, local and international conferences and other functions as directed.

B.) Technical/Professional Responsibilities;

- Collaborates with the Permanent Secretary, Chief Medical Officer and other Senior Officers in identifying areas requiring reform in the National Health Sector;
- Leads in the evaluation of technical, financial and economic implications of Health care ideas/proposals and selects alternatives;
- Provides support in the coordination of activities aimed at reforming the health sector;
- Participates in teams evaluating the impact of programmes/projects on health services;
- Formulates and stimulates discussion on policy papers dealing with critical issues for the development of the Health Sector in Jamaica, for example, a public/private sector mix in the delivery of services;
- Collaborates with the Permanent Secretary, Chief Medical Officer and other

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Senior Officers in reviewing strategies for the health sector;

- Analyzes the health system in Jamaica to identify strategic changes needed for its development, in keeping with the principles of equity, efficiency, coverage and impact , to ensure the delivery of quality services;
- Ensures that the Health Reform process is consistent with government's Public Sector Reform Programme;
- Revises and implements Service Level Agreements with the Regional Health Authorities;
- Interfaces with National Interest groups/stakeholders on issues existing from health reform;
- Monitors and evaluates developments in health systems internationally in order to ascertain the relevance and implications for the Jamaica Health System;
- Ensures the development and maintenance of the National Health Accounts;
- Keeps abreast of new developments, trends and changes in the health sector and make recommendations for their adoption where necessary.

C.) Human Resource Responsibilities

- Ensures that the development and welfare needs of staff supervised are identified and addressed;
- Monitors and evaluates the performance of staff supervised and recommends corrective actions where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Reviews and approves the individual work plans of staff supervised;
- Ensures that work output is consistent with the work plan;
- Formulates and implements measures that will ensure that staff maintains a high level of skill and competence;

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- Disseminates information to staff re changes in policies, procedures and other matters to ensure that high levels of compliance are maintained;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Division's goals;
- Fosters an atmosphere of trust, high ethical and confidential standard.
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry/Branch//Unit;
- Recommends vacation leave and approves sick and departmental leave for staff supervised in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the Division/Branch, recommends promotion;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc meetings with staff supervised.

D.) Other Responsibilities:

- Performs any other related duties and responsibilities, as assigned by the Director, Policy, Planning and Development from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Programmes/ projects identified for reform of the national health sector are in keeping with the national objectives of the government and the strategic and business plan of the ministry;
- Implications of Health care ideas/proposals evaluated in a timely manner;
- Policy papers dealing with critical issues formulated and discussed within agreed deadlines;

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- Strategies for the health sector reviewed and implemented in a timely manner;
- Developments in health systems monitored and evaluated in order to ascertain the relevance and implications for the Jamaica Health System;
- Technical advice provided are technically sound and relevant;
- Service Level Agreements revised and implemented in accordance with established guidelines and within agreed time frame;
- Budgetary allocation is effectively utilized and operations are kept within agreed targets;
- Annual and individual work plans are appropriately prepared within the set deadlines;
- Reports prepared are accurate, comprehensive and submitted on a timely basis;
- Human Resource Management functions addressed in a timely manner.
- Confidentiality of information obtained on the job is preserved;
- High level of performance is demonstrated consistently.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Permanent Secretary	Obtain and provide advice, receive directives and guidance, information regarding portfolio and provide feedback
Chief Medical Officer and other Senior Managers	Identifying areas needing reform/improvement, reviewing strategies for the health sector, sharing information
Director, Policy, Planning and Development	Receive instructions on priorities and expected results; Provide guidance and information, work assignments
Director, Planning, Performance	Provide, obtain and share information

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Monitoring and Evaluation	
Regional Health Authorities, CEO's in Agencies	Provide, obtain and share information
ii) External Contact	
Contact	Purpose of Communication
National Interest Groups/Stakeholders	Issues existing from health reform
Regional/International Agencies	Matters relating to financial and technical assistance for health improvements projects

6. REQUIRED COMPETENCIES

Core

- Excellent presentation, oral and written communication skills;
- Excellent interpersonal skills and people management;
- Excellent Analytical, diagnostic and problem solving skills;
- Strong decision-making and critical thinking skills;
- Strong leadership, networking and relationship-building skills;
- Good planning, organizing, time management and reasoning skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;

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- Strong goal/result orientation;
- Initiative
- Keen listener;
- Managing external relationships;
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

Technical

- Sound knowledge of Government's regulations and procedures;
- Comprehensive knowledge of National Health Policies;
- Knowledge of regional and international health systems;
- Sound knowledge of trends and developments in the public/private health sectors;
- Knowledge of the social, cultural and economic environment and the implications for the health sector;
- Indepth knowledge of practices and procedures of Health Care Development Systems;
- Knowledge of health policy issues;
- Expertise in programme planning, implementation and evaluation
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Degree in Health Planning, Health Policy/Public Policy or Management or equivalent qualification;

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- Training in Health Services Management or Health Systems Development would be an asset;
- Minimum of eight (8) years experience in the health sector, four (4) years of which should be in Health Planning or in designing executive health programmes.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;
- Required to travel local and international

9. AUTHORITY TO:

- Recommend policies and strategies for the national health sector;
- Negotiate with regional and international funding agencies for financial and technical assistance;
- Authorize expenditure as per agreement;
- Propose the order of priority of health reform projects

10. WORKING CONDITIONS

- Normal office conditions;

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