



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Planning Officer
JOB GRADE:	GMG/SEG 2
POST NUMBER:	53622
DIVISION/BRANCH:	Corporate Services Division/ Human Resource Management and Development Branch
SECTION/UNIT:	Human Resource Planning and Development Unit
REPORTS TO:	Director, Human Resource Planning and Development
MANAGES:	N/A

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)

Under the supervision of the Director, Human Resource Planning and Development, the Planning Officer formulates manpower plans and forecast in order to provide adequate numbers of qualified and competent Health Care Professionals, for effective utilization of existing human resource capacity and development and implements strategies that will ensure that the Ministry has the required skills to meet current and future human resource needs.

2. KEY OUTPUTS (Results, Deliverables)

- Criteria for staffing mix established;
- Manpower plans formulated;
- Research conducted;
- Strategies to address the problem of supply of Personnel to the Health Sector addressed;
- Manpower policies and procedures developed;
- Succession planning formulated;
- Reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the preparation of the budget for the Unit;
- Participates in the development of the Operational Plan for the Unit;

Planning Officer, Corporate Services Division/Human
 Resource Management and Development Branch, Ministry of
 Health,
 Prepared: By HR Consultant, August 15, 2016.

- Prepares Individual Work plan.

B.) Technical /Professional Responsibilities

- Identifies Health Sector needs through assessment and diagnosis of the Health system and proposes strategies and technologies to satisfy the needs;
- Formulate plans for meeting the ministry's Manpower requirements based on the Ministry's objectives and on projections for the public and private sectors;
- Conducts annual research to inform the development of planning policies for the Health Sector;
- Establishes and develops manpower policies and procedures;
- Manages Manpower planning process and implementation of the manpower plan;
- 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;
- Reviews and discusses manpower planning issues with the Director, Corporate Services, Director, Human Resource Management and Development and the Director, Human Resource Planning and Development and present recommendations;
- Assists with the formulation of Human Resource Development Policies for the National Health Sector;
- Collaborates with the Director, Human Resource Planning and Development and the Director, Human Resource Management to develop and implement Succession Plans to ensure the availability of competent persons to fill key positions in the future;
- Participates in the development and implementation of programmes to reduce attrition of qualified personnel from the Public Sector;
- Provides information/data on the Health system, requested by local and international agencies, as directed;

- Collaborates with the Director Human Resource Planning and Development, to determine the type of education/training and financial resources required to achieve the projected manpower needs for the Health Sector;
- Provides information about the benefits of enrolling in health professional training programmes;
- Collaborates with the Regional Health Authorities to ensure that placement of technical staff requiring internship and employment occurs.
- Represents the Ministry at meetings, conferences and workshops with external agencies relevant to Human Resource Planning in order to influence decisions regarding modifications and improvements in the Health Sector;
- Conducts workshops as required;
- Keeps abreast of current trends in Workforce/Manpower Planning;
- Submits monthly /periodic reports on Manpower Planning activities to the Director, Human Resource Planning and Development.

C.) Other Responsibilities

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

4. PERFORMANCE STANDARDS;

- Criteria for staffing the various categories of health facilities/institution are developed;
- Manpower plans are formulated and submitted in a timely manner;
- Research to inform the planning process conducted within specific timeframe;
- Strategies are devised for addressing the problem of supply of personnel to the health sector;
- Manpower policies and procedures developed in keeping with established standards and guidelines;
- Succession plans are formulated and implemented in keeping with objectives of the Ministry;

- Reports prepared are accurate, comprehensive and produced in the appropriate format.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Corporate Services	Reviews and discusses issues relating to manpower planning, provides feedback
Director, Human Resource Management and Development	Obtains/gives advice, receive directives, issues relating to manpower planning activities, provide feedback.
Director, Human Resource Planning and Development	Obtains/gives advice, receives directives, work assignments, matters relating to manpower planning activities, feedback
Divisional Heads	Matters relating to various planning programmes
Regional Health Authorities	Collaborate, obtain and share information on matters relating to manpower planning programmes

ii) External Contacts

Contact	Purpose of Communication

6. REQUIRED COMPETENCIES:

Core

- Excellent presentation, written, oral and communication skills;
- Good human relations and interpersonal skills;
- Excellent planning and time management skills;

- Strong decision-making, and critical thinking skills;
- Excellent research, analytical, and problem solving skills;
- Excellent networking and relationship-building skills;
- Ability to exercise sound judgement and attention to detail;
- Excellent skills in teamwork and cooperation;
- Strong strategic visioning skills;
- Strong goal/result orientation;
- Customer and quality focus;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Knowledge of Human Resource Management policies and procedures;
- Knowledge of Human Resource Management principles and practices;
- Sound knowledge of strategic planning and manpower designs;
- Knowledge of current workforce planning trend;
- Proficiency in the use of relevant computer software and computer applications.

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

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Critical deadlines
- Required to work beyond normal working hours whenever the need arises.

9. AUTHORITY:

- Conduct research and develop Manpower Plans.
- Access information from the Human Resource Management Information system

10. WORKING CONDITIONS:

- Normal office conditions.