



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Economist
JOB GRADE:	SOG/ST
POST NUMBER:	
DIVISION/BRANCH:	Policy Planning and Development Division/Health Systems Improvement Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Health Systems Improvement
MANAGES:	

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, Health Systems Improvement, the Economist carries out financial and economic analysis, analyses key health sector data to support management decision-making, develops models and provides evidence based policy advice.

2. KEY OUTPUTS (Results, Deliverables)

- Technical inputs and analysis provided;
- Numerical and financial information analysed and interpreted;
- Data and statistics researched;
- Technical economic advice and recommendation provided;
- Individual work plan prepared;
- Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the development of the Operational Plan and budget for the Policy, Planning and Development Division;
- Contributes to the preparation of the Branch's annual budget;
- Prepares individual work plan;
- Provides technical economic advice to the Permanent Secretary and Senior Management in the Ministry;
- Contributes to the preparation of status reports for the division/branch;
- Prepares and submits status reports as required;
- Represents the ministry at meetings, local and international conferences and

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other functions as directed.

B.) Technical/Professional Responsibilities;

- Provides technical inputs and analysis in the identification, design, development, processing and evaluation of loan and Technical Assistance (TA) projects to promote economic management, and/or to ensure economic soundness and consistency with the Ministry's policies and strategies;
- Analyses and interprets complicated numerical and financial information;
- Undertakes relevant research of data and statistics and writes reports of findings;
- Provides economic advice and recommendations;
- Determines the application of economic theories, models and principles to health planning;
- Applies economic concepts, methods and trends to the policy development process and evaluates the application of economic principles to sector policies, plans and programmes;
- Critiques the application of economic analysis and evidence to health policy issues and provides recommendations for the most feasible, impactful and sustainable methodologies;
- Provides advice on the strengths and weaknesses of various approaches to health planning;
- Conducts environmental scanning, monitors economic trends and develops a database of knowledge of developments in the health sector to ensure that all factors are accounted for in the costing of plans, programmes and projects;
- Acts as local counterpart to Consultants/ Economists from International Development Partners (IDPs) in the appraisal of projects;
- Analyses health planning issues in the context of the national economy and its development;
- Analyses present and past budgets, national and international health cost indicators using information such as exchange rates, Jamaica's population, in relation to the health system to prepare trend data;

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- Prepares financial details and data for units and divisions within the Ministry and for local and international agencies including the Planning Institute of Jamaica (PIOJ) and International Development Partners (IDPs);
- Prepares analyses of the health budget to be included in the PIOJ's publication - Economic and Social Survey of Jamaica;
- Analyses the relationship of the health budget to Gross National and Domestic Products, National Budget, total recurrent and capital expenditures and inflation;
- Collaborates with economists in other agencies such as the Statistical Institute of Jamaica – STATIN and PIOJ to obtain up-to-date information on the economy.

C.) Other Responsibilities:

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

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Technical inputs and analysis provided on a timely basis as required;
- Numerical and financial information analysed and interpreted within a given time frame;
- Data and statistics researched in accordance with established standards and principles;
- Technical economic advice and recommendation provided are sound and provided in a timely manner;
- Individual work plan prepared in the appropriate format and within agreed deadline;
- Status reports prepared are accurate, comprehensive and submitted on a timely manner;
 - Confidentiality of information obtained on the job is preserved;

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- High level of performance is demonstrated consistently.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Director, Policy, Planning and Development	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback
Director, Health Systems Improvement	Receive instructions on priorities and expected results; Provide guidance and information, work assignments and provide feedback
Regional Health Authorities, CEO's in Agencies	Provide, obtain and share information

ii) External Contact

Contact	Purpose of Communication
Statistical Institute of Jamaica (STATIN)	Collaborate and consult as required; provide information on developments in the health sector
Planning Institute of Jamaica (PIOJ)	Collaborate and consult as required; provide information on developments in the health sector

6. REQUIRED COMPETENCIES

Core

- Good presentation, oral and written communication skills;
- Good interpersonal skills;
- Excellent research skills;
- Highly developed analytical, diagnostic and problem solving skills;
- Strong decision-making and critical thinking skills;
- Good leadership, networking and relationship-building skills;

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- Good planning, organizing, time management and reasoning skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to prioritise among conflicting demands;
- Ability to meet critical deadlines;
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;
- Initiative
- Keen listener;
- Managing external relationships;
- Excellent integrity/ethics exercised in the performance of duties;

Technical

- Sound knowledge of Government's regulations and procedures;
- Indepth knowledge of the health system;
- Indepth knowledge of mathematical modeling and forecasting techniques;
- Experience and knowledge of data collection, analysis and reporting;
- Sound knowledge and understanding of linkages between health planning, economics and international development;
- Proficient in the use of economic analysis software;

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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- First Degree in Economics or Social Science with Economics major;
- Five (5) years' experience in economic analysis and research;

OR

- MSc in Economics;
- Three (3) years' experience in socio economic analysis and research

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;

9. AUTHORITY TO:

- Provide statistical reports for the health planning process and to satisfy approved demands from external partners

10. WORKING CONDITIONS

- Normal office conditions;

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