



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

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Chief Medical Officer
<b>JOB GRADE:</b>	MDG/MO 8
<b>DEPARTMENT:</b>	Technical Services Division
<b>REPORTS TO:</b>	Permanent Secretary
<b>MANAGES:</b>	Technical Services, Administrator, and Exec. Secretary, Snr. Secretary

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**

Chief Technical Director and Advisor has the responsibility and oversight of the health status of the country; contributes to the country's National Development Plan; leads the development and maintenance of a strategic framework for the provision and delivery of health care services nationally.

## **KEY OUTPUTS**

1. Public Health Services Policies developed
2. Division's Annual Operational Plan
3. Regulatory and operational systems, policies and procedures developed
4. Public Health Services Reporting framework developed
5. National Health Strategic plan developed
6. Technical Advice provided
7. Routine and special reports and position papers produced
8. Disaster Management plans implemented
9. Skilled and competent staff employed
10. Effective leadership and guidance provided
11. Effective Network/ Relations with local regional and international bodies/agencies maintained

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative**

1. Provides technical advice to the Minister, and Permanent Secretary on health care issues and represents the Ministry/Minister at Local, Regional and International meetings, conferences and other fora as required
2. Provides leadership in the development of new health care policies, makes recommendations on existing policies to maintain relevance to the strategic objectives of the Ministry, and alignment with international standards, regulations and treaties to which Jamaica is a signatory
3. Provides technical advice to Ministries, departments and agencies of Government as stipulated in the relevant Acts.

4. Leads the development of the National Health Policies annual operational plan for the division, ensuring synergy and cooperation between the various departments/units.
5. Leads the development and ensures the implementation of a monitoring framework to enable the effective reporting on communicable, non-communicable and re-emerging diseases from the public and private health organizations/personnel nationally
6. Oversees the development and ensures implementation of protocols, guidelines, operational systems and procedures to guide the operation of National Strategic Plan.
7. Ensures effective collaboration with other Government departments/agencies for National Health Care delivery.
8. Continuously scans the global health environment and evaluates new and emerging health practices; develops appropriate mechanism to respond or introduce these technologies.
9. Establishes partnerships with local and international bodies to support the delivery of health care services and programmes locally and ensures adherence to established partnership agreements and technical co-operation.
10. Establishes and maintains amicable relations with regional and international health organisations including, but not limited to, World Health Organisation (WHO), the Pan American Health Organisation (PAHO), the Caribbean Environmental Health Institute (CEHI), and the Caribbean Food and Nutrition Institute (CFNI, CAREC)
11. Prepares and submits reports, position papers, and any other relevant documents for and on behalf of the Ministry/Country to international health organisations such as the Pan American Health Organisation (PAHO), World Health Organisation (WHO), donor organisations, and any other relevant body as required.
12. Ensures ethical research so that no harm is brought to the population.
13. Establishes mechanisms to monitor the importation, use and reporting of dangerous drugs and radiation sources within health and other institutions and ensures the timely preparation and submission of reports to the International Convention on Dangerous Drugs and the International Atomic Energy Commission
14. Collaborates with relevant public and private sector agencies on public health issues in keeping with the Public Health Act, Medical Act, International Health Regulations and Regional Policy e.g. CCHIII

## **Health Promotion and Prevention**

1. Oversees the policy development and the implementation of the Ministry's health promotion and prevention programmes, to support health education for the population
2. Collaborates with public and private sector bodies and non-governmental organisations for the development and implementation of special projects/ programmes, in related health areas which impact on the delivery of national health care
3. Establishes the surveillance system for containment of new and re-emerging communicable and non-communicable diseases.
4. Provides guidance/advice for the development, implementation, monitoring and evaluation of health education programmes to inform the public on health issues and promote healthy lifestyles
5. Guides the implementation of policies and programmes for the provision and maintenance of national health care within the framework of the Government's strategic objectives, and in keeping with international health organisations guidelines; provides technical advice to other ministries, departments and agencies of Government on health care and related matters.

## **Health Services**

1. Develops a strategic framework for the development and implementation of health programmes across the life course and other related programmes.
2. Establishes policies and procedures for health service delivery, and ensures that synergies exist between service delivery, monitoring and evaluation within health institutions

## **Health Standards and Regulations**

1. Leads the development of protocols, standards and regulations, to govern the operations of public and private sector health institutions and the practices of health care providers/givers
2. Leads the development and ensures the implementation of appropriate monitoring mechanisms to support established standards and regulations
3. Coordinates the development of regulatory boards/bodies as stipulated by the relevant Acts.

## **Disaster Management and Emergency Medicine**

1. Collaborates with the Office of Disaster Preparedness and Emergency Management (ODPEM) to formulate disaster management plans and for the health sector
2. Ensures the effective communication, and dissemination of disaster management programmes to relevant authorities/personnel within the health sector
3. Provides guidance and advice on systems to regulate and monitor the delivery of emergency medicine by the private sector
4. Provides advice on programmes to continuously improve the delivery of emergency medicine nationally.
5. Collaborates with the International Disaster Preparedness in post disaster management.

## **Human Resources**

1. Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/ or organisational goals
2. Participates in the recruitment of staff for the Technical Services and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures
3. In collaboration with the Human Resource Department, develops and implements a succession planning programme for the Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division
4. Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
5. Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed
6. Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's, organisation's, national goals.

## **Other**

1. Leads/participates in internal and external cross-functional committees and represents the Ministry on public and private sector boards and committees as directed
2. Performs other duties and responsibilities as may be determined by the Minister of Health or the Permanent Secretary.

**PERFORMANCE STANDARDS**

1. Agreed personal and divisional targets are achieved
2. Operational plans are submitted within agreed timeframe and support the strategic objectives of the Ministry.
3. Regulatory and operational systems, policies and procedures are current, support the strategic objectives of the Ministry and relevant to the respective groups
4. Reporting and monitoring frameworks are operational and achieve expected results
5. Programmes are developed and implemented within agreed timeframes and budget is in keeping with/support the overall objectives of the Ministry
6. Technical advice is sound, provided within stipulated timeframes and in the best interest of the country and/or all parties
7. Reports, position papers and any other relevant documents are prepared and presented within agreed timeframe
8. Welfare and development needs of staff are clearly identified and addressed within the available resources. Staff is satisfied with the level of guidance and support provided to them
9. The operations of the division are well coordinated and high level of productivity maintained
10. Good coordination and effective working relationship exists with local, regional and international organisations and other associates
11. High ethical standards are maintained in the conduct of professional and personal business

**REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Levels</b>
Sound Technical Knowledge	
Excellent negotiation/persuading skills	

Proficiency in the use of relevant computer applications	
Excellent Planning and Organizing skills	
Problem solving and decision making skills	
Analytical Thinking	
Excellent Strategic Vision	

<b>Core Competencies</b>	<b>Levels</b>
Oral communication skills	4
Written communication skills	4
Interpersonal skills	4
Teamwork and Cooperation	4
Leadership	4
Social Skills	4
Initiative	4
Goal/Result Oriented	3

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- MBBS
- Masters Degree in Public Health
- Masters Degree in Epidemiology
- Post graduate training in Management Studies
- Minimum of ten (10) years experience as a practicing medical practitioner at least five of which should be at a senior management level

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

Required to travel overseas

On-call for emergencies 24/7

### **AUTHORITY**

- Approves the importation of dangerous drugs for medicinal purposes
- Recommends sanctions for breaches of established health standards and regulations
- Recommends policy changes

- Recommends hiring and separation of direct reports
- Financial responsibility for Technical Services Division