



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM – GOVERNMENT OF JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Research Officer
JOB GRADE:	SOG/ST 6
DEPARTMENT:	Standards Research and Development
REPORTS TO:	Director, Standards Research and Development
MANAGES:	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 provide research services to assist in the development of health sector standards which are relevant to Jamaica's needs and which conform to international standards.

KEY OUTPUT

1. Standards for professional conduct and institutional management within the health sector researched and documented.
2. Standards developed and conform to international standards
3. Research Studies identified and carried out in collaboration with research agencies (National and International)

KEY RESPONSIBILITY AREAS

1. Conducts research and documents standards/norms for the registration and re-registration of health care institutions in both the public and private sector.
2. Develops standards for the accreditation of health related training programmes in collaboration with training institutions.
3. Reviews and documents existing standards for health professionals, both traditional and non-traditional, in collaboration with Councils and Professional Associations.
4. Maintains a database of health standards in developed and developing countries.
5. Collaborates with the Jamaica Bureau of Standards and other national and international organisations in developing and implementing research programmes.
6. Ensures that all standards developed are relevant and conform to international criteria/guidelines.
7. Collaborates with the Director, Health Support and monitoring in developing standards for patient evaluation and treatment.
8. Assists in familiarizing health professional with prescribed standards.
9. Ensures the compilation and dissemination of standards to relevant persons.
10. Performs any other related duties as assigned by the Director, Standards Research and Development.

PERFORMANCE STANDARDS

The job is satisfactorily performed when:

1. Stipulated deadlines are consistently achieved
2. A high level of performance is consistently demonstrated
3. Standards/norms developed are consistent with international criteria
4. Standards disseminated to relevant institution/personnel
5. A database of national and international standards is developed and maintained

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Compliance	2
Excellent knowledge of national and international health standards	2
Knowledge of health standards trends in developed and developing countries	2
Excellent analytical and forecasting skills	2

Core Competencies	Level
Ability to establish and maintain harmonious working relationships with a wide range of professionals and organisations.	2
Oral communication	2
Written communication	2
Time management skills	2
Efficient use of technology	2
Initiative	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- B.Sc. In Health Related Science/Management Studies/Public Administration
- Plus At least three (3) years experience in conducting research in the health sector

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Typical working environment, no adverse working conditions

