



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** STD/HIV Specialist

**JOB GRADE:**

**REPORTS TO:**

**MANAGES:**

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**

Under the general direction of the Director, Disease Prevention and Control the STD/HIV Specialist will have responsibility for formulating a strategic plan and developing, coordinating and monitoring the implementation for comprehensive programmes for the prevention and control of STD/HIV/AIDS in Jamaica.

## **KEY OUTPUTS**

1. Behaviour change communication programme for the prevention and control of STD/HIV originated and maintained
2. Confidential computerized database of persons living with HIV/AIDS commenced and maintained.
3. System of surveillance of STD/HIV/AIDS maintained.
4. Contact with laboratory facilities maintained.
5. Annual reports prepared and disseminated.
6. Plan on the national STD/HIV/AIDS programme prepared and implemented.

## **KEY RESPONSIBILITY AREAS**

1. Collaborates with the Director, Disease Prevention and Control in policy formulation and analysis of issues relating to STD/HIV in Jamaica.
2. Develops, coordinates and monitors the implementation of a comprehensive programme of prevention and control of STD/HIV/AIDS as reflected in the medium term 5 years plan for Jamaica.
3. Provides technical advice and supports the preparation and implementation of legislation on STD/HIV/AIDS.
4. Assists in the strengthening of the National AIDS Committee and supports the development of Parish AIDS Committees through mobilization of individuals and providing technical support.
5. Collaborates with national and international agencies in the development and implementation of the national programme on STD/HIV/AIDS.
6. Evaluates the implementation of the national STD/HIV/AIDS programme and updates plan on a regular basis.

7. Provides technical guidance to regional and parish health staff for the planning and implementation of STD/HIV/AIDS programmes.
8. Ensures a system of full reporting of STDs with a major focus on reporting from private medical practitioners.
9. Develops and maintains a system of contact tracing of HIV positive patients.
10. Prepares newsletter and bulletins on STD/HIV/AIDS in conjunction with the Director, Health Promotion and Education.
11. Prepares and disseminates annual reports on STD/HIV/AIDS in Jamaica as well as special reports to international and regional agencies on this health problem.
12. Develops and assists in the implementation of training programmes for health staff and students pursuing courses in health care on the management of STD/HIV/AIDS patients.
13. Designs and ensures the implementation of contact investigation programmes at the regional and parish levels of the health services.
14. Provides technical advice and training to Non-Governmental Organisations (NGO's) in the management and counselling of STD/HIV/AIDS patients.
15. Develops and maintains a "HELP LINE" counselling and information service on STD/HIV/AIDS.
16. Maintains contact with laboratory facilities re: confirmatory or supplementary testing.
17. Guides the development of a behaviour change communication programme for the prevention and control of STD/HIV.
18. Conducts, guides and promotes research re: STD/HIV/AIDS.
19. Ensures a confidential computerized database of persons with STD/HIV/AIDS and of STD reports.
20. Maintains a system of surveillance for STD/HIV/AIDS.
21. Performs any other related duties as assigned from time to time.

## **PERFORMANCE STANDARDS**

1. National policies on matters relating to STD's/HIV are formulated
2. A medium term programme on STD/HIV is developed and implemented
3. Confidentiality of information obtained on the job is preserved
4. Advice provided is technically sound
5. An effective system for the notification and tracing of HIV positive patients is implemented and maintained

<b>Functional/Technical Competencies</b>	<b>Level s</b>
Sound knowledge of National Health Policy	
Sound knowledge of public health laws and regulations	
Thorough understanding of the HIV/AIDS epidemic and its implications	
Familiarity with cultural norms in Jamaica and the region	
Knowledge of programme planning, implementation and evaluation	

<b>Core Competencies</b>	<b>Level s</b>
Oral communication skills	2
Written communication skills	2
Ability to analyse and interpret statistical data	2
Ability to plan, organize and coordinate the work of others	2
Ability to provide effective leadership and work as part of a team	2
Excellent forecasting skills	2
Computer skills	2
Decision making skills	2
Excellent time management skills	2

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Be a medical Doctor
- A Masters Degree in Public Health or equivalent
- Training in STD Management or equivalent

- Minimum of 5 years experience in designing and implementing STD interventions, public health or epidemiology

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

- Exposure to highly confidential and sensitive information
- Expected to demonstrate a high level of integrity and professionalism
- Required to travel overseas

### **AUTHORITY**

- To represent the Ministry at International Conferences and for a on STD/HIV
- To access confidential and sensitive information relating to STD/HIV