



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Policy and Programme Director - Veterinary Public Health

JOB GRADE: MDG/VO2

DEPARTMENT: Health Promotion and Protection

REPORTS TO: Director, Health Promotion and Protection

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

To utilize Veterinary Medical skills to develop and monitor programmes for foods of animal origin in order to safeguard human health. To develop, monitor, evaluate and sustain programmes aimed at the prevention, control and eradication of zoonoses. Provide technical liaison with the Ministry of Agriculture on animal Health matters of Public Health significance.

KEY OUTPUTS

1. Policy recommendations
2. Protocols/guidelines
3. Technical Brief for Regulations related to animal production and products.
4. National system for monitoring the safety of foods of animal origin. (Farm to Table)
5. Safe and efficacious Veterinary products for use in Jamaica
6. Operational Plan

KEY RESPONSIBILITIES AREAS

Management and Administrative

1. Formulates National Policies for the safety of foods of animal origin
2. Formulates Nation Policies to Prevent, Monitor, Control and eradicate Zoonotic Diseases endemic, new and emerging
3. Participates in the development of the operational plan and budget for the Technical Services Division
4. Represents the Ministry of Health at the local and international levels on Veterinary Public Health matters
5. Serves on committees of local organizations for the development and revision of commodity Standards for foods of Animal origin e.g. Meat, Poultry and Milk, Drug Registration Committee, Central Board of Health and the National Food Safety Committee
6. Establishes and maintain relationships with the Ministry of Agriculture, Veterinary Services, RADA and other sectors with

common interests and coordinates the activities impacting directly on Veterinary Public Health Services

7. Provides Technical guidance to the Regional and Parish Health departments on Veterinary Public Health Programmes
8. Liaises with international Organizations such as the FAO, PAHO, IICA
9. Provides technical advice on Veterinary matters to the Director of Health Promotion, Chief Medical Officer and the Minister of Health
10. Prepares technical and other reports and submits within agreed timeframes

Technical

1. Monitors and evaluates the Veterinary Inspection Services to ensure that food of animal origin is safe for human consumption and to control and eradicate diseases transmissible from animals to man
2. Analyses data from regional/parish level to assess effectiveness of control measures, compiles statistics relating to meat production, condemnation, reported cases of animal and other diseases and provides periodic reports to appropriate authorities and international agencies
3. Monitors zoonotic disease eradication activities island wide; facilitates interchange of information between Veterinary Public Health Inspectors, Public Health field staff and the Ministry of Agriculture to minimize morbidity and mortality in animals
4. Evaluates Veterinary Public Health programmes to determine their effectiveness. Investigates problems and make recommendations to the Director, Health Promotion, Chief Medical Officer and the Minister of Health
5. Collaborates with the Ministry of Agriculture in all animal disease prevention and eradication programmes relevant to Human Health.
6. Participates in organizing Animal Disease Vector eradication programmes to reduce the risk of zoonoses.
7. Liaises with the Veterinary Quarantine Officers regarding inspection programmes designed to prevent contraband meats and exotic diseases from entering the island
8. Convenes meetings to assess the suitability of Veterinary Drugs for

registration and use in Jamaica, with special emphasis on Veterinary Pharmaceuticals used in food producing animals

9. Reviews findings on field trials to test efficacy of veterinary pharmaceuticals products and the impact on human health. Advises and makes recommendations to the Standards and Regulations Branch on the registration of veterinary pharmaceuticals viz a viz human health.
10. Provides technical advice on Veterinary Pharmaceuticals imported into Jamaica
11. Plans, develops and monitors all epidemiological and zoonotic disease programmes in collaboration with the Ministry of Agriculture
12. Initiates and recommends basic research in various aspects of Veterinary Public Health in the country
13. Collaborates with the Ministry of Agriculture in planning for and responding to animal disease emergencies
14. Collaborates and works with the Surveillance unit, National Public Health Laboratory Ministry of Health, Veterinary Diagnostic Laboratory in the investigation of foodborne outbreaks associated with foods of animal origin
15. Monitors and makes recommendations for the importation of foods of animal origin

Others

1. Promotes and participates in the training of Public Health Personnel and livestock farmers
2. Performs other related duties as assigned by the Director, Health Promotion & Protection.

PERFORMANCE STANDARDS

1. National policies are formulated for Veterinary Public Health
2. Advice given is technically sound
3. Reports are accurate and submitted within agreed timeframe

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Sound technical knowledge	
Sound knowledge by the laws and regulations governing veterinary medicine and veterinary public health	
Indepth knowledge of international animal diseases	

Core Competencies	Level
Good interpersonal skills	
Planning and organizing skills	
Good communication skills	
Analytical and problem solving skills	

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- Doctorate in Veterinary Medicine
- Masters in Public Health
Plus
- At least five (5) years relevant and progressive working experience at managerial level
- Registered by the Jamaica Veterinary Board
- Successful completion of short courses on food safety

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Required to travel overseas, occasionally

AUTHORITY

- To formulate new strategies upon the emergencies of new zoonotic diseases.
- To adjust programmes to make for greater effectiveness as required

- To conduct field visits to establishments in the parishes where indicated
- To represent the Ministry of Health on Committees relating to Veterinary Public Health
- To recommend Veterinary Pharmaceuticals for use in the island