



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director of Health Promotion & Protection
JOB GRADE:	MDG/MO 7
DEPARTMENT:	Health Promotion & Protection
REPORTS TO:	Chief Medical Officer
MANAGES:	Director of Disease Prevention & Control, Director of Environmental Health, Director of Health Promotion & Education, Director Epidemiological Research & Analysis

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 promote and advance the health of the nation by advocating for and implementing effective disease prevention and health promotion policies and programmes.

KEY OUTPUTS

1. Prepares Plans and procedures
2. Prepares Operational Plan
3. Prepares Budget
4. Provides Technical Advice
5. Write Project Proposals
6. Effective Surveillance System
7. Ensures Health Alerts/Advisories
8. Ensures Efficient Staff
9. Technical and Performance Reports
10. Writes Research Papers
11. Health Programmes implemented

KEY RESPONSIBILITIES

Management and Administrative

1. Provides leadership and management oversight to programmes relating to Health Promotion, Disease Prevention/Surveillance, Environmental Health, Nutrition, Veterinary Public Health and Epidemiological Research and Analysis
2. Provides technical advice to the Chief Medical Officer and other members of the Senior Management team and Regional Authorities
3. Leads the development and implementation of the operational plan and budget for Health Promotion and Protection Branch. Reviews and makes adjustments as necessary to achieve stated objectives
4. Participates in the quarterly and annual performance review, to assess the achievements of the Technical Services Division/Ministry of Health
5. Represents the Ministry at local, regional and international health

- conferences. Prepares and presents position papers, as required
6. Participates in technical reviews and expert panels of WHO and other international health organizations
 7. Establishes and maintains beneficial relationships with local, regional and international health organizations, NGOs and the private sector
 8. Develops proposals and secures extra-budgetary financing for programmes and research from international organizations and the private sector
 9. Prepares and submits performance and other reports within agreed timeframes.

Health Promotion and Disease Prevention

1. Formulates policies for the promotion of healthy lifestyles in order to impact morbidity and mortality of chronic and communicable diseases and injuries and to protect the health of the environment
2. Directs the planning, development implementation and evaluation of national health promotion and risk reduction programmes
3. Devises strategies to increase the level of awareness about key public health risks and to mobilize communities to ensure that they take action to promote better health practices
4. Ensures the development and maintenance of an efficient system for the surveillance of chronic and communicable diseases and injuries
5. Directs the health promotion team in identifying innovative ways of promoting healthy behaviour practices that are culturally appropriate.
6. Develops and ensures the implementation of systems for monitoring and evaluating the impact of health promotion programmes at the community level
7. Coordinates and provides management for the National HIV/STI Prevention and Control Programme

Epidemiological Research and Analysis

1. Stimulates research aimed at the protection of health and coordinates and reviews research protocols determines the ethics technical quality and relevance of research proposals

2. Utilizes epidemiological data to inform/guide policies and programmes relevant to the prevention of chronic and communicable diseases

Human Resource Management

1. Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance
2. Participates in the recruitment of staff for the Branch and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures
3. Provides opportunities to develop personal and professional skills that are required for health promotion/disease prevention
4. In collaboration with the Human Resource Division, 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
5. Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.

Other

1. Issues Health Alerts and advisories on communicable diseases, as required
2. Prepares papers and reports for publication in health journals
3. Performs other related functions as directed by the Chief Medical Officer

PERFORMANCE STANDARDS

1. Strategic, Operational and financial plans are completed within established timeframe and are synchronized
2. Established targets are achieved
3. Advice given is technically sound
4. Reports are accurate and delivered on time
5. Competent staff in place

6. An effective disease surveillance system is implemented and maintained
7. Health alerts/advisories are issued on a timely basis
8. The operations of the Branch are well coordinated and a high level of productivity is maintained

REQUIRED COMPETENCIES

Functional/Technical Competencies	Levels
Sound Technical knowledge	
Sound knowledge of management principles and practices	
Understanding of the principles of behaviour change and management	
Excellent planning and organizing skills	
Ability to manage multiple projects simultaneously	
Excellent decision making skills	
In-depth knowledge of Public Health Laws and Regulations	
Knowledge of the social, geographical and economic factors impacting on health	

Core Competencies	Levels
Good communications skills	
Excellent strategic thinking skills	
Good leadership skills	
Analytical skills	
Interpersonal and social skills	

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCES

- A qualified Medical Doctor
 - Masters Degree in Public Health or Epidemiology
 - Training in Management
- Plus
- At least ten (10) years experience in Epidemiology or Public Health, of which at least five (5) years should be at a Senior Management level

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to travel overseas, occasionally
- Exposure to confidential and sensitive information

AUTHORITY

- To recommend National health Promotion and Protection Policies
- To authorize expenditure for the Health Promotion and Protection Branch
- To approve and implement programmes for the prevention and control of diseases and protection of the environment.