



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Cost Analyst
JOB GRADE:	FMG/PA 1
POST NUMBER:	63950
DIVISION/BRANCH:	Policy Planning and Development Division/Health Systems Improvement Branch
SECTION/UNIT:	-
REPORTS TO:	Health Economist
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the direction of the Health Economist the Cost Analyst is responsible to provide health service delivery costing in order to facilitate economic analysis, planning and efficiency and to assist management in decision making in resource allocation for the health sector.

2. KEY OUTPUTS (Results, Deliverables)

- Costs reports and spreadsheets produced;
- Costed health plans, programmes and project proposals prepared and submitted;
- Costing Database maintained;
- Individual work plan prepared;
- Monthly status reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Prepares individual work plan;
- Contributes to the preparation of status reports for the branch;
- Prepares for and participates in relevant workshops and presentations;
- Monthly status reports prepared and submitted;

B.) Technical/Professional Responsibilities;

- Participates in reviewing literature and existing costing models/templates in order to select the most suitable method for health services;

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- Schedules and participates in meetings with Directors, Heads of Institutions to make arrangements for commencement of costing assignment;
- Collects relevant information through analysis of payroll sheets, records of supplies used, maintenance records, suppliers invoices etc,
- Analyses changes on the methods of goods and services provided to know how they affect costs;
- Verifies information and calculates total cost of each service provided;
- Inputs data and generates cost reports and spreadsheets based on data obtained;
- Prepares costed health plans, programmes and project proposals;
- Assists in conducting comparative analysis across the Regional Health Authorities to explore the patterns and trends of key cost drivers;
- Maintains a costing database for the Ministry and the health facilities in the public sector;
- Analyses discrete costs of specific health interventions;
- Assists the Health Economist in forecasting the costs of alternative programmes being considered by the Ministry;
- Provides support to the Health Economist, Health Planner in the compilation of the National Health Accounts;
- Assists in evaluating the social costs of diseases as well as of the impact of plans and programmes;
- Contributes to the development of an interactive costing training module for Health Managers and front line supervisors.

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C.) Other Responsibilities:

- Performs any other related duties, as assigned by the Director, Health Systems Improvement and the Health Economist from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Costs reports and spreadsheets are accurate and produced within agreed time;
- Costed health plans, programmes and project proposals prepared and submitted within agreed time frame;
- Costing database is maintained to reflect current costs;
- Work plan prepared in the appropriate format and within the set deadline.
- Monthly status reports prepared are accurate, comprehensive and submitted on a timely basis.
- Confidentiality of information obtained on the job is preserved;

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact	Purpose of Communication
Director, Policy, Planning and Development	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback
Director, Health Systems Improvement	Receive instructions on priorities and expected results; Provide guidance and information, work assignments and provide feedback
Chief Medical Officer and other Senior Managers	Matters relating to cost of health services, sharing information
Payroll Officer, Procurement Officer, other members of staff	Obtain information

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Regional Health Authorities, CEO's in Agencies, Heads of Health facilities	Provide, obtain and share information arrangements for commencement of costing assignment;
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ii) External Contact

Contact	Purpose of Communication
National Interest Groups/Stakeholders	Provide, obtain and share information
Statistical Institute of Jamaica (STATIN)	Obtain and share information
Planning Institute of Jamaica (PIOJ)	Obtain and share information

6. REQUIRED COMPETENCIES

Core

- Good presentation, oral and written communication skills;
- Good interpersonal skills
- Good decision-making, analytical and critical thinking skills;
- Good planning, organizing, time management and reasoning skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to prioritise among conflicting demands;
- Good research skills;
- Ability to meet critical deadlines;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;
- Initiative

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- Keen listener;
- Managing external relationships;
- Excellent integrity/ethics exercised in the performance of duties;

Technical

- Knowledge of Government's regulations and procedures;
- Knowledge of mathematical modeling and forecasting techniques;
- Sound knowledge of accounting principles;
- Sound knowledge of cost accounting methodology;
- Knowledge of health policy issues in Jamaica;
- Proficient in the use of Microsoft Word, PowerPoint and Excel software;

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- BSc Accounting or ACCA level 2 or equivalent qualifications;
- Two (2) years experience in the application of costing methodology;
- Experience in the use of Accounting software would be an asset

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;
- Extensive travelling

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9. AUTHORITY TO:

- Access accounting records in all health facilities.

10. WORKING CONDITIONS

- Normal office conditions;

DRAFT

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