



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

JOB DESCRIPTION & SPECIFICATION

JOB TITLE: Environmental Health Specialist 2 - Occupational Health & Safety
JOB GRADE: GMG/SEG 2
DEPARTMENT: Technical Services
REPORTS TO: Director, Environmental Health Unit
MANAGES: none

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
created/revised**

Date

JOB PURPOSE

To develop programmes, plans, promote policies and provide technical advice directed towards the safety of workers and the prevention of injuries and diseases in an occupationally safe work environment.

KEY OUTPUTS

1. Occupational Health and Safety policy developed.
2. Programmes to enhance health and safety in the environment formulated
3. Inter-sectoral linkages between Ministry of Health and other organizations involved in occupational health and safety established
4. Technical advise given

KEY RESPONSIBILITY AREAS

1. Formulates and evaluates national and occupational health and safety policies for both the formal and informal sectors.
2. Develops a National Occupational Health and Safety Plan and institute programmes to ensure that the working environment meets acceptable standards/levels for chemical, microbiological, physical and ergonomic hazards.
3. Interprets local, regional and international agreements and regulations for the National Occupational Health and Safety Plan.
4. Provides technical advice to the Director, Environmental Health on occupational health and safety issues.
5. Liaises with Regional Directors, Regional Technical Directors, Managers of Industrial and other occupational sectors.
6. Guides Inter-sectoral cooperation between the Ministry of Health, Ministry of Labour, Social Security and Sports, Bureau of Standards and other government and non-government agencies regarding the implementation and maintenance of safety measures and standards relating to the health, safety and welfare of workers.

7. Undertakes analysis of data on occupational health and safety in order to determine the loss of productive capacity and the impact on socio-economic development.
8. Develops and recommends policies and guidelines regulating the importation of raw/process materials and equipment from foreign countries in order to control the entry of substandard materials and equipment.
9. Gives priority to the development and amendment of occupational health and safety laws and to the development and enforcement of standards to enhance workers health and safety.
10. Assesses the impact of technology on the health and safety of workers.
11. Develops an operations manual on occupational health and safety for the Regional Health Authorities with respect to monitoring and surveillance of work sites.
12. Designs research protocols on occupational health issues.
13. Identifies training needs for the industrial and occupational sector and assist with the development of a training programme for health workers and workers in the wider working environment.
14. Monitors the activities of the Health Regions in the implementation of occupational health and safety programmes and provides the Director, Environmental Health with reports and updates.
15. Collaborates with the Director, Health Promotion and Education to guide health promotion in relation to occupational health and safety.
16. Represents the Ministry of Health at international conferences and symposia on occupational health and safety.
17. Develops and maintains the Occupational Health and Safety Management Information System.
18. Collaborates with international organizations involved in programmes to eliminate hazards to the health and safety of workers.
19. Performs any other related duties as assigned by the Director, Environmental Health.

PERFORMANCE STANDARDS

1. National Occupational Health and Safety Plan developed.
2. Standards are developed which define the minimum levels of health and safety in the formal and informal work environment.
3. National Programmes are developed for preventing and controlling occupational diseases and accidents.
4. Occupational Health and Safety objectives are consistently achieved

REQUIRED COMPETENCIES

Critical Functional/Technical Competencies	Level s
In-depth knowledge of Public Health Laws and Regulation	
Indepth knowledge of the laws and regulations relating to Public Health in particular to Occupational Health and Safety	
Knowledge of occupational health and safety issues internationally and regionally	
Sound knowledge of management principles and practices	
Knowledge of the local cultural and economic environment	
Ability to analyze and interpret data and prepare statistical reports	

Critical Core Competencies	Level s
Excellent oral communication skills	3
Excellent written communication skills	3
Excellent leadership skills	3
Ability to work in a team	3
Possess analytical thinking skills	3
Ability to manage external relationships	3
problem solving and decision making skills	3
Excellent planning and organizing skills	3
Excellent strategic thinking skills	3

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Public Health Inspection

- Certificate in Occupational Health and Safety
- Bachelors Degree in a Health Related Science - plus
- A minimum of five (5) years working experience in Public Health Inspection - or
- Any equivalent combination of education, training and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

N/A