



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

a) MEDICAL OFFICER, INTERNATIONAL HEALTH REGULATIONS

JOB TITLE:	MEDICAL OFFICER, INTERNATIONAL HEALTH REGULATIONS
JOB GRADE:	HPC/MO4
DEPARTMENT:	Emergency, Disaster Management & Special Services
REPORTS TO:	DIRECTOR, EMERGENCY, DISASTER MANAGEMENT AND SPECIAL SERVICES
MANAGES:	Programme Development Officer (NPG/RN6) IHR Coordinator (GMG/AM1) Secretary (OPS/SS 2)

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



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JOB PURPOSE

To collaborate with Parish Medical Officer (Health) and other technical groups to strengthen the core capacities for IHR and increase border security. Performs all technical, administrative and supervisory work in planning, organizing, directing and implementing the requirements for IHR at ports within the island.

KEY OUTPUTS

- Preparation of Operational Plans
- Preparation of Budget
- Assist in the Preparation of Protocols for Border Security in relation to IHR
- Recommends specifications for Infrastructure Requirements of Ports for IHR
- Facilitate the Performance of Audits of PoE
- Facilitate the establishment of Quality Assurance/Quality Improvement Programmes
- Facilitate the establishment Continuous Medical Education Programmes for all categories of Port Staff

SUPERVISED BY:

Works under the direction of the Director of the Emergency, Disaster Management and Special Services Branch (EDMSSB) of the MOH.

SUPERVISION EXERCISED:

Technical direction to employees of the IHR Unit.



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KEY RESPONSIBILITIES AREAS

Management and Administrative

- Makes recommendations to Port Staff in accordance with the IHR.
- Attends local, regional and internationally related meetings.
- Accounts with appropriate documentation, all IHR activity, according to Ministry of Health guided reporting protocols.
- Interfaces professionally with the Port staff.
- Accurately and appropriately document all activities for prophylaxis against specified conditions as required by IHR.
- Assigns areas of responsibility for employees.
- Facilitates the establishment of policies and procedures in order to implement directions from the Director, EDMSSB.
- Reviews departmental performance and effectiveness and formulates programmes and policies to alleviate any deficiencies found.



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- Collaborates with the Director of the EDMSSB in the preparation of the annual budget.
- Implements the budget plans and reviews specifications for new or replaced equipment.
- Prepares and submits monthly reports to the Director of EDMSSB regarding the IHR Implementation activities, and prepare other reports as appropriate, including the annual report of IHR activity
- Participates in the Quarterly and Annual Reviews to assess the achievements of the EDMSSB.
- Directs the operation of IHR/ Port Health Staff training activities.
- Plans operations with respect to equipment, apparatus and personnel for the specified IHR Potential Hazards. Supervises the implementation of such plans.
- Serves as a member of the relevant national emergency response committees.



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Technical/Professional

- Responds to PHEIC Notifications.
- Supervises all IHR employees in the performance of their duties in conformance with all policies and procedures within the scope of the protocols for IHR Potential Hazards.
- Participates and direct drills, simulations, attends classes and provides training.
- Participates in the development and delivery of public education programmes for IHR and PHEIC.
- Supports and conducts research in the area of IHR.
- Develops and implements medical protocols for IHR Potential Hazards
- Provides on-line Technical Guidance for the IHR by person or by proxy [(Medical Officer(Health))] on a 24 hour basis.



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Human Resource Development

- Manages the development staff in the IHR through the preparation of performance appraisals and recommendations for required training and development programmes.
- Provides leadership through effective communication and appropriate delegation.
- Provides organized, scheduled training and mentoring.
- Participates in the recruitment of staff.

PERFORMANCE STANDARDS

- Operational plan is prepared within established format and timeframe and supports the objectives of the MOH.
- Key deliverables are produced within agreed timeframes and to required standards.
- Impact assessment of the service is produced in the annual report to gauge success of the programme.
- Audits of PoE lead to reduced introduction of communicable diseases.

REQUIRED COMPETENCIES

- Familiarity with the design and operations of IHR Focal Point Network
- Sound knowledge in public health practices and systems to detect and contain conditions of national and international concern.



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- Experience or training in public health
- Good leadership and interpersonal skills

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- Qualified Medical Doctor registered to practice medicine in Jamaica.
- Postgraduate qualification in Public Health.
- Minimum of five (5) years postgraduate experience, at least four (2) of which should be at a Management Level

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be associated with exposure to situations which may cause personal harm
- The hours of work do not conform to “regular working hours”
- May be “on call” for extended periods of time
- Work is performed primarily in office, as well as vehicles and outdoor settings in all weather conditions, including during hurricanes and floods.

AUTHORITY

- To effectively execute the above duties
- To travel on work related business as necessary
- To review audit reports



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