

MINISTRY OF HEALTH

Applications are invited from suitably qualified persons to fill the following position in the Ministry of Health.

PROGRAMME OFFICER (HEALTH SYSTEM SUPPORT) (GMG/SEG 1)

JOB PURPOSE

To assist in the development, implementation and monitoring of plans and programmes for developing and improving the health care services provided by the Ministry of Health. Assist in conducting external clinical audits. Monitor the implementation of systems regarding integration and levels of care at the regional and parish levels.

KEY RESPONSIBILITY AREAS

- Utilizes norms, protocols and performance indicators for monitoring and assessing / reviewing the levels of care concept and makes recommendations for improving the system.
- Identifies areas of research for health systems assessment and collaborates with regions and parishes in the execution of this research and implementation of appropriate findings
- Conducts research on new strategies for inter-sectoral coordination and community participation in strengthening the health system and collaborates with the regions and parishes in implementing appropriate findings
- Participates in research activities undertaken in order to influence the formulation of policies, programmes and benchmarks
- Collects, reviews, analyses and prepares feedback reports for assigned programmes on a monthly and quarterly basis to be submitted to the Director of Health Services Support and Monitoring
- Performs other related duties as assigned by Director of Health Services Support and Monitoring and Director of Health Services Planning and Integration

REQUIRED COMPETENCIES

- Ability to exercise tact, understanding, initiative and resourcefulness
- Ability to apply personal work attitudes such as honesty, responsibly and trustworthiness required to be a productive employee
- Ability to set and maintain professional standards and maintain satisfactory working relationship
- Computer literacy
- Knowledge of cultural norms and how they impact on health service delivery

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor in Health Science or B.A Degree in related field or qualified Health Professional
- Experience in Research Methodology/ Social Research
- Training in Health Services Management
- A minimum of four (4) years experience in the field of Health Services or any equivalent combination of education and experience

Interested persons may apply in writing, accompanied by resumes along with the names and addresses of three (3) referees. Applications must be submitted no later than **MAY 21, 2007** to:

**Director
Human Resource Management & Development
Ministry of Health
2-4 King Street
Kingston**

Please note that responses will be sent to short – listed applicants only

Please ensure that this is brought to the attention of all eligible officers.

