

Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the **Ministry of Health and Wellness, National Public Health Laboratory.**

Director, Blood Transfusion Services (HPC/MO 5) (Vacant)

Salary Scale: \$4,153,080 – \$4,936,707 per annum

Allowances:

- Emergency On Call - \$6, 631,880 per annum
- Full Upkeep - \$894,924 per annum
- Location Incentive - \$185, 338 per annum
- In Lieu of Private Practice - \$627,110 per annum (if applicable)
- Meal - \$87,398.04 per annum

JOB PURPOSE

Under the direction of the Director, Laboratory Services, the incumbent is responsible to plan, organize and control the technical operations of the National Blood Transfusion Service, in addition to providing administrative oversight of the Blood Collection Centres.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Participates in the preparation of the Division's Operational and Strategic Plans;
- Reviews the Annual Budget;
- Reviews data for submission to inform the annual budget, operational plan, performance indicators and procurement plan;
- Develops plans, programmes set objectives and implements policies;
- Ensures that the Inventory System is maintained;
- Ensures that all members of staff in the branch have written Job Descriptions;
- Ensures that Service Providers are paid in keeping with contractual obligations;
- Organises annual island wide visits to blood collection centres with Nurse Manager, Supervisory Medical Technologist and Office Manager;
- Prepares Monthly, Annual Report and submits to Director NLS and Annual Report to Pan American Health Organization (PAHO/WHO);
- Provides guidance, motivation and direction to subordinates including setting performance standards and monitoring performance. This includes performance evaluation of the staff;
- Liaises with the Director of the Laboratory Services and Human Resource Department regarding employment of personnel, leave allotment, allowances etc

Technical/Professional Responsibilities

- Gives technical directions and establishes standards in the Central Blood Bank, Blood Collection Centres, Regional Centres and Rural Hospital Laboratories according to ISBT and PAHO/WHO;
- Advises and directs the blood donor recruitment education programmes and Publicity Campaigns;
- Directs Training Programmes in Blood Banking for: Medical Technologists, Nurses, Medical Students and other Paramedical groups;
- Ensures that all equipment is maintained for proper functioning;
- Reviews specifications for equipment before sent to tender;
- Participates in the technical evaluation phase of the tender process for the unit as directed by the committee, Ministry of Health and Procurement committee;
- Consultant Haematologist with clinical responsibilities at Kingston Public Hospital and Haematology consultation of Transfusion Medicine island wide;
- Develops a strategic Plan for the management of selected supplies and equipment for the National Blood Transfusion Service.

Human Resources Responsibilities

- Prepares Performance Evaluations Reports for staff;
- Prepares and submits to the Director, letters of request for Extension of Employment for temporarily employed staff on a quarterly basis.

Other Responsibilities

- Performs other related duties that may be assigned.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Fully registered Medical Doctor;
- Post Graduate qualification in Haematology and Transfusion Medicine;
- Five (5) years Post Graduate experience in Haematology;
- Fulfill annual requirements for professional registration

Applications with résumés are to be submitted no later than April 30, 2024 to:

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
10^A Chelsea Avenue
Kingston 10
jobs@moh.gov.jm**

The Ministry of Health & Wellness thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.