



Career Opportunity – Advertisement

Applications are invited from suitably qualified persons to fill the following position in the Executive Office, **International Cooperation in Health**, Ministry of Health and Wellness.

International Relations Officer (GMG/SEG 1)
(Vacant) – One (1) Position
(Salary: \$3,501,526.00 per annum)

JOB PURPOSE

Reporting to the Policy Director, International Health, the International Relations Officer is responsible for managing and fostering relations between local, regional and international partners, stakeholders and agencies on matters impacting health globally. The officer will also be responsible to coordinate international programs, facilitate communication, and ensure compliance with international protocols and agreements within the Ministry.

KEY OUTPUT

- Health positions taken at multilateral meetings that support Jamaica's interests adopted
- Briefing Notes, Speeches, Statements and meeting packages prepared
- Reports on meetings, workshops and seminars attended prepared
- Status Reports on Bilateral Agreements and Jamaica's implementation of International Treaty Obligations prepared
- Database on Jamaica's signature and/or accession to international Health Treaties and Convention maintained
- Health topics researched and presentations/papers prepared
- Meetings and diplomatic events organized
- Annual/Quarterly/Monthly reports prepared
- Individual work plan developed

KEY RESPONSIBILITY AREAS:

Administrative Responsibility

- Processes matters related to local, regional and international affairs which are referred for the attention of the Director, Policy Director, International Health and ensures accurate and timely action;
- Establishes and maintains a calendar of activities for local, regional and international fora;

- Seeks and pursues opportunities for the Ministry to network with relevant organizations;
- Participates in planning and coordinating conferences and workshops;
- Maintains all international correspondence records;
- Prepares report on all meetings attended;
- Develops Individual work plan within the agreed timeframe

Technical /Professional

- Maintains regular dialogue with the Ministry of Foreign Affairs and Foreign Trade, its Embassies, Consulates, High Commissions and Permanent Missions on developments at the national, regional and international levels that impact health.
- Liaises regularly with relevant line Ministries, Department, Agencies and NGOs to obtain feedback and advice on positions to be adopted by Jamaica on critical bilateral or multilateral issues relevant to Health;
- Drafts briefing notes, speeches, statements and meeting packages as required
- Conducts research and prepares draft summaries/presentations on various Health topics as required.
- Maintains and strengthens relations with the Ministry's international partners (UN agencies, WHO, PAHO etc.) by way of continuous and progressive dialogues on all matters relating to health.
- Assists with logistical arrangements for meetings hosted by the Ministry;
- Communicates with the relevant officers internally and externally to obtain briefing materials for high level delegations to local/regional/international meetings and conferences.
- Prepares Reports on the outcome of meetings, workshops and seminars attended which include recommendations for follow-up action on issues or opportunities that would advance the Ministry's/Jamaica's interests.
- Monitors and coordinates the preparation of Status Reports, in consultation with the technical team, on Jamaica's implementation of international treaty commitments, relating to health.
- Maintains database with information on bilateral agreements signed Jamaica's accession to International Treaties and Conventions on health and matters of public health

significance.

- Organizes briefing sessions for high level delegations to regional/international health meetings, i.e. World Health Assembly, PAHO Directing Council Meeting etc.
- Coordinates Handover Ceremonies and Courtesy Visits from members of the diplomatic community.
- Represents the Ministry at local and overseas meetings, workshops and seminars, articulating the Ministry's position, as instructed.
- Prepares official correspondences to PAHO/WHO and other international organizations, as is necessary.
- Assists with coordinating donations to the health sector and other humanitarian support from bilateral partners, international organizations in consultation with the Ministry of Foreign Affairs and Foreign Trade and other stakeholders.
- Assists with supervising University interns and other members of the team, when necessary.

Other Responsibilities

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

PERFORMANCE STANDARDS

- Briefing Notes, Speeches and Statements prepared that provide sound policy advice and recommendations with respect to Jamaica's position on matters of significance to health.
- Decisions taken at the bilateral and multilateral meetings that support Jamaica's interests.
- Concise and documented Reports, prepared in a specified timeframe, on meetings, workshops and seminars attended. Report should provide useful guidelines and recommendations for follow-up action on issues or opportunities that would advance Jamaica's interests.
- Concise and accurate Status Reports on Jamaica's implementation of International Health Treaty obligations prepared for submission to relevant senior technocrat, within prescribed time frame.
- Up-to-date database maintained which provides accurate information on Jamaica's signature and/or accession to International Treaties and Conventions.

- Papers researched and presentations and papers developed that provide strategic information and stimulate action on critical international health issues.
- Reports prepared according to established standard and submitted within the agreed timeframe
- Work plan developed in accordance with PMAS guidelines

MINIMUM REQUIRED EDUCATION AND EXPERIENCE
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- A Bachelor's Degree in International Relations, Communication, International Law or other Social Sciences in the related field.
- At least three (3) year's related experience
- Previous relevant working experience in private or government is desirable
- Proficiency in a Foreign Language would be an asset

Applications with résumés are to be submitted no later than Friday, July 24, 2026 to:

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm**

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