



Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the Ministry of Health and Wellness (**Technical Services Division**)

Programme Officer (Office of Chief Medical Officer) GMG/SEG 3
Salary \$5,198,035 per annum

JOB PURPOSE
Under the supervision of the Chief Medical Officer, the incumbent will provide high level technical and operational support to the Office of the Chief Medical Officer (CMO). The Incumbent is responsible for developing systems to enhance the efficiency and effectiveness of the CMO's Office with a view to achieving its mandate and strategic objectives. This includes stakeholder management, monitoring and coordinating the progress of policy proposals, contributing to the development of all matters assigned to the CMO.
KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Attends and participates in Strategic planning meetings of the Division.
- Co-ordinates and participates in the preparation of the Operational and Unit Plans for the Technical Services Division.
- Follows-up to ensure that all performance reports are prepared and reviewed for the attention of the CMO.
- Ensures that the Chief Medical Officer is briefed and prepared for all meetings.
- Reviews and assesses the output of the CMO's office against Corporate and Operational plans and makes recommendations for adjustments where changes are indicated.
- Manages matters related to CMO's Itinerary.

Technical Responsibilities

- Provides technical/administrative support serving as rapporteur at Technical as well as Management Meetings by, ensuring that these meetings are held at the designated intervals, action items and minute's area produced/circulated within an established timeframe and follow-up on actions/decision as required.
- Establishes mechanisms to ensure that all technical reports requested by the Chief Medical Officer are received and reviewed on a timely basis.

Technical Competencies

- Knowledgeable about legislation, regulations and government policies
- Knowledgeable of Public Health
- Knowledgeable about various research methodologies and be able to conduct research
- Knowledgeable about policy development
- Knowledge of international best practices

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Management Studies, Public Sector Management/ Public Administration or Business Administration or related area from a recognized tertiary institution; plus
- A minimum of three (3) years working experience in a management position in an organization of similar size and complexity or within the public health system in Jamaica.
- Training in Policy Development
- Master's Degree in Public Health or related area from a recognized tertiary institution would be an asset.

Kindly visit the Ministry of Health & Wellness' website (www.moh.gov.jm) for additional details on the job.

Applications with résumés are to be submitted no later than **July 10, 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 thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.