



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 109
OSC Ref. C.6276¹²

14th May, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to fill the following posts in the **Ministry of Local Government and Community Development**:

1. **Assistant Auditor (FMG/AS 1) – (Not Vacant) - Internal Audit Division**, salary range \$1,341,866 – \$1,789,576 per annum and any allowance(s) attached to the post.
2. **Dietitian (HPC/ND 2) – (4 posts – Vacant) – (Infirmary)**, salary range \$1,331,059 – \$1,582,210 per annum and any allowance(s) attached to the post.
3. **Physiotherapist (HPC/PT 2) - (8 posts – Vacant) – (Infirmary)**, salary range \$1,181,971 – \$1,404,992 per annum and any allowance(s) attached to the post.

1. Assistant Auditor (FMG/AS 1)

Job Purpose

Reporting to the Senior Auditor, the incumbent participates in performing internal audit functions at the Ministry, its Local Authorities and Agencies. The incumbent also participates in examining both financial and operational transactions, records and documents to determine compliance with provisions of relevant laws, regulations, policies and rules, reports on internal controls and where necessary, recommends appropriate measures to be taken.

Key Responsibilities

Technical/Professional:

- Participates in conducting Operational and Financial Audits and special assignments to assess the adequacy, efficiency and effectiveness in achieving the desired objectives and compliance with relevant laws and policies;
- Prepares working papers and submits for reviews;
- Follows-up as directed on responses to Audit findings to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to;
- Participates in the development of Work Plans, Risk Assessment and Itineraries;
- Participates in discussions with management as it relates to Audit findings;
- Checks and verifies pension particulars submitted and prepares reports;
- Performs other duties and responsibilities which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Customer and Quality Focus skills
- Excellent ethics/integrity is exercised in the performance of duties

Functional:

- Excellent technical skills
- Excellent analytical skills
- Good use of technology

Minimum Required Qualification and Experience

- Associate Degree, AAT, ACCA-CAT or equivalent qualification;
- ACCA Level 1.

2. Dietitian (HPC/ND 2)

Job Purpose

Under the general direction of the Chief Executive Officer, Municipal Corporation, the Dietitian is responsible for the development of short and long-term plans for the delivery of quality Nutrition Care services while containing cost and maintaining personnel and training functions for the Clinical Dietetics of the residents in the island's infirmaries on a regional basis. The service delivery will entail the creation of menus for residents of the infirmaries based on their nutrient needs and the Doctor's orders to help with health problems, promote recovery and prevent diseases. The incumbent is required to develop menus, shopping lists and recipes, assist in supervising Kitchen staff in the preparation of meals, while maintaining the highest professional food quality. The Dietitian is also required to work closely with the entire Health Care Team, including the Kitchen staff, to achieve required outcome of improved health of all residents.

Key Responsibilities

- Determines cost-effectiveness of nutrition intervention for client/patient-oriented nutrition care (example, Nutrition Counselling, implementing care);
- Maintains system to contain costs (example allocations of time, food, supplies and personnel) while preserving quality;
- Specifies criteria to measure the quality of nutrition care;
- Provides the nutrition expertise in establishing goals for the Health Care facility;
- Establishes programmes goals for the Clinical Dietetics Section;
- Participates in an ongoing programmes of quality assurance for patient care and for delivery of services to client/patient;
- Identifies, desired outcomes/goals of nutrition care for individual client/patient (for example, disease prevention, health maintenance, therapeutic intervention and rehabilitation);
- Determines nutrient and energy requirement for individual client/patient based on age, sex and state of health;
- Selects appropriate source(s) of specific nutrients (example food, food products and nutrient solutions) and develops diet pattern for individual client/patient.

Food Preparation and Services:

- Conducts nutrition assessments, identifies residents at risk for malnutrition and creating Diet plans;
- Develops Nutrition plans and implement interventions based on knowledge of patient's current health;
- Analyzes the effectiveness of interventions and uses metrics to implement data-driven improvement;
- Actively keep up with the latest Nutritional Research, integrating new findings into Diet plans and Nutritional services;
- Completes monthly, quarterly and yearly assessments of clients and adapts Nutrition plans as needed;
- Provides Nutrition Education to residents and Patient Care Assistants;
- Collaborates with physicians, therapists and Patient Care Assistants in order to tailor dietary services and improves residents/patient outcomes;
- Reviews and communicates Drug-nutrient and Drug-drug incompatibilities that impact a patient's nutrition status and/or nutrient utilization;
- Communicates and influences treatment interventions determined by the Medical Team through Interdisciplinary Meetings;
- Performs and other duties and responsibilities determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent organizing and planning skills
- Strong time management skills to consistently deliver quality output within agreed timelines

- Excellent oral and written communication skills
- Excellent interpersonal skills with the ability to interact with staff at all levels
- Ability to instruct others
- Ability to identify and solve complex problems
- High level of patient confidentiality

Functional:

- Thorough understanding of Biochemistry and Human Physiology
- Application of knowledge of standards for food
- Excellent knowledge of the science of human nutritional care, an essential component of health science
- Excellent knowledge of food service systems management of groups
- Excellent knowledge of research findings and current knowledge to solve client's/patient's nutrition problems
- Applied nutritional designs to research projects and reports results to solve client's/patient's nutrition problems
- Participate in applied research and related dietetic professional activities; uses research findings and current knowledge in nutrition care
- Excellent knowledge of application of current techniques in research relating to the practice of clinical and administrative dietetics

Minimum Required Qualification and Experience

- First Degree in Nutrition or Dietetics;
 - Four (4) years' experience in related field;
 - *Experience in a hospital or nursing home would be a distinct advantage;*
- OR**
- Bachelor's Degree with a major in Nutrition and Dietetics followed by a Dietetic Internship or supervised service in a hospital food service that would lead to qualification for active membership in a professional organization (A.D.A., C.D.A, CANDI);
 - Experience in management and seven (7) years' experience in Clinical Dietetics, two (2) years of which should be in a supervisory position.

Special Conditions Associated with the Job

- Will be required to travel locally;
- Will be required to attend Council meetings as required;
- Highly flammable work area;
- Required to respond on 24-hour recall of food/nutritional items.

3. Physiotherapist (HPC/PT 2)

Job Purpose

The Physiotherapist is primarily responsible for the delivery of an effective and efficient treatment plan for affected residents of the Infirmary using physiotherapy to include heat therapy, exercise, massage, exercise and educating the residents on self-care. The incumbent also provides support for health care related duties.

Key Responsibilities

- Diagnoses, assesses and treats the physical problem/condition of residents;
- Helps residents recover from accident, illness or injury;
- Organizes Therapeutic Physical Exercise Sessions for residents of the Infirmary;
- Provides massages;
- Uses specialist techniques such as electrotherapy and ultrasound in treating residents;
- Collects statistics and conducts specialized research to assists in informing policy direction for the Infirmaries;
- Writes resident case notes and reports;
- Liaises with professionals such as doctors, nurses, other healthcare professionals and Social Workers, to exchange information about the background and progress of residents, as well as to refer residents who require other medical attention;
- Liaises with Inspector of Poor, in regards to rehabilitation of residents for reintegration into homes;

- Works with Inspector of Poor, conducts follow up sessions with rehabilitated and reintegrated residents to maintain and sustain recovery;
- Provides education and advice to residents about exercise and movement;
- Educates residents and Patient Care Assistants about how to prevent and/or improve conditions;
- Works with Matron, identifies and makes requests for needed resources to carry out duties;
- Keeps up to date with the latest advancements, new techniques and technologies in the profession available for treating patients;
- Manages clinical risk;
- Performs and other duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills to establish a rapport with residents and their families
- Excellent teamwork skills to collaborate with other healthcare professionals, such as doctors, nurses, patient care assistants and social workers
- Excellent problem-solving ability
- Tolerance, patience, sensitivity and tact
- Excellent organizational and administrative skills
- Demonstrate a genuine concern for the wellbeing and health of residents

Functional:

- Ability to utilize appropriate equipment and techniques

Minimum Required Qualification and Experience

- Undergraduate Degree in Physical Therapy;
- Current licensure to practice in Jamaica;
- Diploma in Physiotherapy with at least two (2) years' experience in a clinical setting.

Applications accompanied by résumés should be submitted **no later than Thursday, 28th May, 2020 to:**


**Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email: hrd@mlgcd.gov.jm

Further details of the positions may be obtained from the Human Resource Management and Development Section.

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**