



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 173

OSC Ref. C.4859¹⁵

24th July, 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 fill the vacant post of **Director, Standards Research and Development (GMG/SEG 3)** in the **Standards and Regulation Division, Ministry of Health and Wellness**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director, Standards and Regulation manages standards development and monitors implementation of standards.

Key Responsibilities

Management/Administrative

- Plans, organizes, directs, controls and co-ordinates the work activities of the Standards Research and Development Department;
- Prepares and monitors the Departments Work Plans and ensures that agreed targets are met;
- Represents the Ministry at meetings, conferences and other functions as requested;
- Provides guidance on matters related to standards and quality assurance.

Technical/Professional

- Establishes minimum norms, standards and criteria to provide the basis for Registration and Re-registration of individuals, entities and institutions;
- Monitors adherence to minimum norms, standards and criteria which will form the basis for the system of accreditation of Health related Training Courses and Institutions;
- Collaborates with Health Services Development and Co-ordination Division in the development of Service Delivery standards to ensure that services provided to the public are appropriate and cost effective;
- Undertakes research to ensure that all standards which are developed are relevant and conform to International Standards;
- Identifies area of Health Service delivery that require standards and Regulations and takes appropriate action to develop and implement these;
- Assists the Senior Director, Health Standards and Regulations in formulating Legislation to guide implementation of standards and regulations in the Public and Private Health Sectors and effect adjustments/modifications as and when required;
- Develops and implements a Quality Assurance Programme to ensure the adherence of the Health Sector to approved standards and procedures;
- Collaborates with other Technical Units in developing and monitoring the implementation of Patient Care and Service Delivery Standards as part of the Quality Assurance Programme eg. efficiency targets;
- Interfaces with Councils for setting of standards for professional disciplines;
- Empanels experts to develop optimal standards, monitors the performance of Health Service Agencies and undertakes detailed analysis to ensure currency of standards;
- Implements a process of voluntary accreditation for Health Service Facilities and Training Institutions involving the Regions to avoid insularity;
- Recommends the enactment of pertinent Legislation to facilitate the process of voluntary accreditation;
- Performs any other related duties as assigned by the Director, Standards and Regulation.

Human Resource

- Manages the welfare and development of staff in the Department through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Participates in the recruitment of staff for the Department;
- Ensures that staff is aware of and adheres to the Policies, Procedures and Regulations of the Division and the Ministry of Health and Wellness.

Required Knowledge, Skills and Competencies

Core:

- Ability to establish and maintain harmonious working relationships with a wide range of professional organizations and groups
- Excellent oral and written communication skills
- Excellent planning and organization skills
- Excellent analytical & forecasting skills
- Ability to delegate and motivate staff

Technical:

- Use of technology
- Sound knowledge of trends in both Public and Private Health Sector
- Knowledge of laws, regulations and rules governing/impacting the Health Sector
- Knowledge of International Regulatory Framework and Practices
- Sound knowledge of Governments National Health Policy
- Broad based knowledge of traditional and non-traditional technologies deployed in the Health Care Industry
- Knowledge of Quality Assurance principles

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Health related Science/Public Administration/Management studies - plus
- 5 years experience in the Public Sector Health Care System of which 3 years should be in Quality Assurance
- In depth knowledge of Research Methods and Techniques

Special Condition Associated with the Job

- Expected to demonstrate a high level of integrity
- Numerous critical deadlines
- May be required to travel overseas

Applications accompanied by résumés should be submitted **no later than Friday, 7th August, 2020 to:**

**Director
Human Resource Management and Development
Ministry of Health and Wellness
10A Chelsea Avenue
Kingston 10**

Email: job@moh.gov.jm

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**