



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 265 **OSC Ref. C. 4859¹⁶**

28th October, 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 Health and Wellness**:

1. **Director, Policy & Programmes-Veterinary Public Health (HPC/VO 2), (not vacant)** salary range \$2,943,736 – \$3,499,176 per annum and any allowance(s) attached to the post.
2. **Physical Activity Specialists – 4 positions (CONTRACT)**, salary range \$1,400,964 per annum and any allowance(s) attached to the post.

1. Director, Policy & Programmes-Veterinary Public Health (HPC/VO 2)

Job Purpose

Under the direction of the Director, Health Promotion & Protection, the successful candidate will:

- Utilize Veterinary Medical skills to develop and monitor programmes for foods of animal origin in order to safeguard human health;
- Develop, monitor, evaluate and sustain programmes aimed at the prevention, control and eradication of zoonoses;
- Provide technical liaison with the Ministry of Agriculture and Fisheries on animal Health matters of Public Health significance.

Key Responsibilities

Management and Administrative

- Formulates National Policies for the safety of foods of animal origin;
- Formulates National Policies to Prevent, Monitors, Controls and eradicates Zoonotic Diseases endemic, new and emerging;
- Participates in the development of the Operational Plan and Budget for the Technical Services Division;
- Represents the Ministry of Health and Wellness at the local and international levels on Veterinary Public Health matters;
- Serves on committees of local organizations for the development and revision of Commodity Standards for foods of animal origin e.g. meat, poultry and milk, Drug Registration Committee, Central Board of Health and the National Food Safety Committee;
- Establishes and maintains relationships with the Ministry of Agriculture and Fisheries, Veterinary Services, RADA and other sectors with common interests and co-ordinates the activities impacting directly on Veterinary Public Health Services;
- Provides Technical guidance to the Regional and Parish Health Departments on Veterinary Public Health Programmes;
- Liaises with international organizations such as the FAO, PAHO, IICA;
- Provides technical advice on Veterinary matters to the Director of Health Promotion, Chief Medical Officer and the Minister of Health and Wellness;
- Prepares technical and other reports and submits within agreed timeframes.

Technical

- Monitors and evaluates the Veterinary Inspection Services to ensure that food of animal origin is safe for human consumption and to control and eradicate diseases transmissible from animals to man;

- Analyses data from Regional/Parish level to assess effectiveness of control measures, compiles statistics relating to meat production, condemnation, reported cases of animal and other diseases and provides periodic reports to appropriate authorities and international agencies;
- Monitors Zoonotic Disease Eradication activities island wide; facilitates interchange of information between Veterinary Public Health Inspectors, Public Health field staff and the Ministry of Agriculture and Fisheries to minimize morbidity and mortality in animals;
- Evaluates Veterinary Public Health programmes to determine their effectiveness. Investigates problems and make recommendations to the Director, Health Promotion, Chief Medical Officer and the Minister of Health and Wellness;
- Collaborates with the Ministry of Agriculture and Fisheries in all animal disease prevention and eradication programmes relevant to Human Health;
- Participates in organizing Animal Disease Vector Eradication programmes to reduce the risk of zoonoses;
- Liaises with the Veterinary Quarantine Officers regarding Inspection programmes designed to prevent contraband meats and exotic diseases from entering the island;
- Convenes meetings to assess the suitability of Veterinary Drugs for registration and use in Jamaica, with special emphasis on Veterinary Pharmaceuticals used in food producing animals;
- Reviews findings on field trials to test efficacy of Veterinary Pharmaceutical products and the impact on human health. Advises and makes recommendations to the Standards and Regulations Branch on the registration of Veterinary Pharmaceuticals viz a viz human health;
- Provides technical advice on Veterinary Pharmaceuticals imported into Jamaica;
- Plans, develops and monitors all Epidemiological and Zoonotic Disease programmes in collaboration with the Ministry of Agriculture and Fisheries;
- Initiates and recommends basic research in various aspects of Veterinary Public Health in the country;
- Collaborates with the Ministry of Agriculture and Fisheries in planning for and responding to animal disease emergencies;
- Collaborates and works with the Surveillance Unit, National Public Health Laboratory Ministry of Health and Wellness, Veterinary Diagnostic Laboratory in the investigation of foodborne outbreaks associated with foods of animal origin;
- Monitors and makes recommendations for the importation of foods of animal origin.

Others

- Promotes and participates in the training of Public Health Personnel and livestock farmers;
- Performs other related duties as assigned by the Director, Health Promotion & Protection.

Required Knowledge, Skills and Competencies

Core

- Good interpersonal skills
- Planning and organizing skills
- Good communication skills
- Analytical and problem solving skills

Functional/Technical

- Sound technical knowledge in the area of Veterinary Medicine
- Sound knowledge by the laws and regulations governing Veterinary Medicine and Veterinary Public Health
- Indepth knowledge of animal diseases – local and international

Minimum Required Qualification and Experience

- Doctorate in Veterinary Medicine
- Masters in Public Health

Plus

- At least five (5) years relevant and progressive working experience at managerial level
- Registered by the Jamaica Veterinary Board
- Successful completion of short courses on food safety
- Peer Approval

2. Physical Activity Specialists – 4 positions (CONTRACT)

Job Purpose

The Physical Activity Specialist under the supervision of the National Activity Co-ordinator will be tasked with the advancement and promotion of population wide physical activity in schools, workplaces and community. This purpose is achieved through the development of policy and guidelines; the development of resource materials for training; educational materials in written, audio and audio visual format for targeted populations; Capacity Building Workshops and conducting Physical Activity Sessions.

The Physical Activity Experts will work closely with the National Physical Activity Focal Point to develop programmes that will advance the promotion of population wide physical activity.

Key Responsibilities

- Co-ordinates the Physical Activity Programme in schools, communities and workplaces across the Region;
- Collaborates with relevant stakeholders to develop and implement Physical Activity Programmes in at least seven (7) schools, seven (7) workplaces and six (6) communities;
- Co-ordinates the implementation of National Physical Activity Days;
- Co-ordinates at least (12) Capacity Building Sessions for selected stakeholders in schools, communities and workplaces;
- Identifies resource needs as it relates to Information Education Communication (IEC) materials as well as equipments to support programmes;
- Develops additional resource materials that will aid the promotion of increased participation in Physical Activity;
- Provides technical guidance to the Health Education Team across the Parishes in the Region;
- Partners with key stakeholders to aid in the promotion of increased physical activity in schools, workplaces and community setting;
- Facilitates approved requests from schools, workplaces and community to do physical activity interventions;
- Formulates strategies that motivate individuals to increase participation in physical activity;
- Prepares Monthly and Quarterly reports; and
- Develops a monitoring and evaluation system for the Physical Activity Programme.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication
- Team work and co-operation
- Goal/Results oriented

Functional

- Good problem solving, leadership, impact and influence, planning and organizing skills
- Good customer service skills
- High level of integrity

Minimum Required Qualification and Experience

- A Bachelor Degree from a recognized tertiary institution offering preparation in Exercise Science and a minimum of four (4) years working experience in the area of Exercise Science; or
- A Diploma in Exercise Science and a minimum of five (5) years working experience in the area with knowledge of research and planning; and
- Knowledge of health related (Non-Communicable Disease) issues

Special Conditions Associated with the Job

- The incumbent will be required to travel island-wide.

Applications accompanied by résumés should be submitted **no later than Tuesday, 10th November, 2020 to:**

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

Email: jobs@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