



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 281 **OSC Ref. C. 4859¹⁶**

9th November, 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 the post of **Medical Officer (Health), Communicable Disease Surveillance (HPC/MO 3) (Not Vacant)** in the **Health Promotion & Protection Branch, Ministry of Health and Wellness**, salary range \$2,943,736 - \$3,499,176 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Medical Epidemiologist, Communicable Disease the Officer will review notifications, classify cases and take necessary action to follow-up with the field. The Officer assists the Medical Epidemiologist to ensure the ongoing collection, analysis, reporting and dissemination of information.

Key Responsibilities

- Reviews and classifies of notifiable disease;
- Reports on notifiable disease;
- Assists the Medical Epidemiologist, Communicable Disease to:
 - Formulating national policies and plans for surveillance
 - Plan, direct, oversee, and manage epidemiologic studies and urgent outbreak investigations
 - Designing and managing of Surveillance Systems for diseases of Public Health importance.
 - Design instruments for the collection of Surveillance Information and Data.
 - Develop and conduct epidemiologic studies for programme planning.
 - Conduct and develop methods for descriptive and comprehensive analyses of surveillance data for multiple purposes
 - Establish and maintain contact with National and International Agencies in the development and implementation of programmes related to of chronic disease, injuries, health care associated infections and perinatal, event-based and mortality surveillance
 - Review and monitor the implementation of Surveillance Programmes and provide periodic reports, as required.
- Maintains a Database on Communicable Diseases programmes in Jamaica;
- Advises on staffing norms and standards for the delivery of Surveillance Programmes according to levels of care;
- Represents the Ministry at regional and international conferences and seminars
- Performs other related duties as assigned by the Medical Epidemiologist.

Required Knowledge, Skills and Competencies

Core

- Proven organisational and planning skills
- Ability to analyse and interpret statistical data and reports
- Highly developed analytical and problem solving skills
- Ability to communicate effectively in written and oral format
- Ability to establish and maintain co-operative working relationships with a wide range of professional groups and organizations
- Ability to motivate staff and maintain professional standards
- Expected to demonstrated a high level of professionalism and integrity

Functional /Technical

- Sound knowledge of National Health Policy
- Sound knowledge of epidemiology
- Sound knowledge of Public Health Laws and Regulations
- Knowledge of trends and developments in Public Health, nationally and internationally
- Knowledge of Computer Concepts and Applications

Minimum Required Qualification and Experience

- Medical Degree from a recognized medical school;
- Master of Science Degree in Epidemiology or Public Health; and
- Minimum of two (2) years (post-qualification) work experience in a clinical setting.

Special Conditions associated with the Job

- Privy to highly confidential and sensitive information
- Numerous critical deadlines
- Required to travel overseas

Applications accompanied by résumés should be submitted **no later than Friday, 20th 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**