

**GOVERNMENT OF JAMAICA**  
**Guideline Performance Management & Management System (P.S.A.S)**

**MINISTRY OF HEALTH**

**JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Development Officer- New Technology/Complementary Health Services
JOB GRADE:	GMG/ SEG 2
DEPARTMENT:	Standard Research & Department
REPORTS TO:	Director, Standards Research& Development
MANAGES:	N/A

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Head of Department/ Division**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date received in Human Resource Division**

\_\_\_\_\_  
**Date**

## **JOB PURPOSE:-**

To provide assistance to the Director of Standards Research and Development in the development and implementation of plans and programs for improving the health care services provided by the Ministry of Health.

## **KEY OUTPUT:-**

- Programmes are developed and implemented in order to improve the health care service being provided by the Ministry of Health
- Programme plans/ schedules are followed to ensure timely completion.
- Ongoing programmes are adequately provided for, to ensure continued success in the health care service.

## **KEY RESPONSIBILITY AREAS:**

- Participate in the development of national strategies, guidelines and programmes for new technologies including complementary health care.
- Initiate and conduct research activities undertaken in order to influence the formulation of policies, programmes, norms and standards for complementary /alternate medicines.
- Monitor the procedure, standards and norms for the delivery of new technologies.

## **RESPONSIBILITIES**

1. Assist with the development, implementation and review of national strategies programmes and guidelines for new technologies including complementary medicines in order to meet the objectives of the Ministry of Health.
2. Assist in the preparation of standards and norms for the delivery of new technologies.
3. Prepare and submit analytical evidenced –based reports and recommend changes in policy or new policy with respect to general or specific health technologies.
4. Provide guidance to persons in the health care industry in the development and implementation of policies and programmes relating to new technologies/ complementary health services.
5. Plan and implement training and development events/programmes for practitioners and the general public.
6. Participate in the development and distribution of education.

7. Participate in the development of schedules for the implementation of standards being established by the Ministry of Health.
8. Liaise with other sections of the Standard and Regulation Branch that monitor standards within the national Health Sector.
9. Research and review international systems and policies with a view to informing policy
10. Monitor the health sector for the emergence of new trends in new technologies/complementary health services.
11. Collaborate with the Registrar, Institutions/ Facilities and Director, Investigation and Enforcement in the advancement of the quality of complementary health services.
12. Receive and analyse adverse reaction surveillance reports in order to develop trends/patterns and purpose responses.
13. Collect, review, analyse and prepare feedback report for assigned programmes on a monthly/quarterly basis and submit to the Director, Standards Research & Development.
14. In conjunction with the Director, Standards Research & Development evaluate programmes being implemented.
15. Attend meetings /conferences at regional and national levels on behalf of the Ministry.
16. Perform any other duties, as assigned by the Director, Standards Research& Development.

### **PERFORMANCE STANDARDS:-**

The Job is satisfactorily when:

- A high level of performance is demonstrated consistently
- Stipulated deadlines are consistently met.
- Specifications are developed for diagnostic and therapeutic equipment.

### **REQUIRED COMPETENCES**

- Excellent time management and reasoning skills.
- Must display a high level of integrity.
- Ability to communicate effectively in oral and written format.

- Good human relation skills.
- Analytical and forecasting skills.

### **EDUCATION REQUIREMENTS:**

(A) Specific knowledge (however acquired) required to start:

- Knowledge of National Health Policies.
- Knowledge of complementary health practices in different countries
- Knowledge of Public Health laws and Regulations.
- Knowledge of Management Principles and Practices.
- Computer Literacy.

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(B) Qualifications and Experience

- Registered Health Personnel.
- Training in at least on complementary health discipline.
- Training in Management.
- Experience in Hospital and Community Health Services would be an asset.  
plus
- At least five (5) years progressive work experience in complementary health.  
or
- Any equivalent combination of education and experience.