



**CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF HEALTH & WELLNESS**

JOB TITLE:	HIV/STI Information Officer
JOB GRADE:	MIS/IT 4
POST NUMBER:	61183
DEPARTMENT/DIVISION:	Technical Services
BRANCH:	Planning, Evaluation and Reform
UNIT:	HIV/STI/TB UNIT
REPORTS TO:	Programme Coordinator, Strategic Informatics
ACCOUNTABLE TO:	Senior Medical Officer
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised.

JOB PURPOSE:

Reporting to the Programme Coordinator, HIV/STI Information Officer will be responsible for maintaining and upgrading monitoring and evaluation databases that will efficiently and effectively track HIV (including EMTCT and PrEP), STIs and TB.

KEY OUTPUTS:

- HIV/STI/TB management information systems, user manuals and other documents reviewed
- Liaise with and guide firms/consultants undertaking software modifications
- Databases for project operations designed and maintained
- Software modifications monitored
- Systems are tested, refined and fully implemented

KEY RESPONSIBILITY AREAS:**Technical Responsibilities**

- Assists in the maintenance and upgrading of databases for HIV (including PrEP and EMTCT), STI and TB for monitoring and evaluating the National HIV/STI/TB programme at national, regional and parish levels.
- Liaises with the health and management information systems of the Ministry of Health & Wellness and other related agencies.
- Defines the feasibility to incorporate new information requirements into existing MIS of the HIV/STI/TB programme.
- Propose terms of reference for major modifications of software to accommodate new information requirements for all databases.
- Participate in the analysis of the feasibility to upgrade hardware and software according to the requirements for information systems
- Identify data/reporting needs for monitoring and evaluation activities.
- Train and support end users in data entry, data manipulation and retrieval of reports from databases.
- Provide routine technical support for all databases
- Prepare a data management implementation plan for the relevant funding entities.

- Assist regions, parishes and sites with matters related to the databases that are managed by the HIV/STI/TB Unit.
- Liaise with key developers to trouble shoot and rectify back end technical matters affecting the functionality of the database
- Provide technical support and assist with the management of data visualization tools (e.g. Power BI) for programme monitoring

Human Resource Management

N/A

Other Responsibilities

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

AUTHORITY:

PERFORMANCE STANDARDS:

- Stipulated deadlines are consistently achieved.
- Objectives are achieved.
- Confidentiality of information obtained on the job is preserved.

REQUIRED SKILLS, KNOWLEDGE & COMPETENCIES

Core Competencies

Competencies	Required Level
Oral and Written Communication Skill	2
Customer and Quality Focus	2
Teamwork and Cooperation	2
Compliance	2
Resulted Oriented	2
Planning and Organizing	2

Technical Competencies

- Must have good knowledge of database design, applications and technologies
- Demonstrate ability to express complex design ideas and technical concepts
- Knowledge of software development

- Familiar with Intranet and Internet environment
- Understanding of Information element in the Health Sector
- Good analytical and problem solving skills

INTERNAL AND EXTERNAL CONTACTS

Internal Contacts

Contact (Title)	Purpose of Communication
Programme Coordinator, Strategic Informatics	<ul style="list-style-type: none"> • Request for advice and guidance. • Provide information
Senior Medical Officer	<ul style="list-style-type: none"> • Provide guidance and obtain information. • Collaborate to resolve issues
General staff	<ul style="list-style-type: none"> • Provide guidance and obtain information

External Contacts

Contact (Title)	Purpose of Communication
MDAs	<ul style="list-style-type: none"> • Provide and obtain information
Other Stakeholders	<ul style="list-style-type: none"> • Provide and obtain information

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor Degree in Computer Science, Information Technology, Informatics, Health Statistics or related discipline
- At least 3 years' experience in Database Management

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to highly confidential and sensitive information
- Maybe required to work beyond normal working hours in order to meet deadlines
- Exposure to highly confidential and sensitive information
- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders.
- Required to meet tight deadlines, which will result in high degrees of pressure.
- May be required to travel locally and internationally to attend conferences, seminars, and meetings.