

**REGIONAL HEALTH AUTHORITY**  
**JOB SPECIFICATION & DESCRIPTION**  
**JOB SPECIFICATION**

**JOB TITLE:** Regional Programme Development Officer II  
**DIVISION:** Regional Health Authority  
**BRANCH:** Technical Services  
**SECTION:** N/A  
**UNIT:** N/A

**ROLE AND CORE FUNCTIONS OF JOB:**

Under the general direction of the Regional Technical Director, the Regional Programme Development Officer is responsible for:

- Collaborating with the Directorate and field staff in developing, monitoring and evaluating regional programmes.

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- Advising the Regional Technical Director and Regional Director on health issues to inform programme development.
- Conducting research on selected health issues to inform health policies and programmes.
- Participating in on-going quality assurance audits.
- Liaising with government and nongovernmental organizations on public health issues.

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MANAGEMENT SERVICES UNIT  
MINISTRY OF HEALTH

OCTOBER 1999

**EDUCATIONAL REQUIREMENTS:****(A) Specific knowledge (however acquired) required to start:**

- Thorough knowledge of the National Health Services Act, 1997
- Thorough knowledge of the Annual Service Agreement
- In-depth knowledge of National Health Policy
- Thorough knowledge of all aspects of community health
- Thorough knowledge and practical experience in programme planning management techniques
- Sound knowledge of research techniques
- Computer literacy

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**(b) Qualifications and Experience:**

- First Degree in Health Related Sciences or Social Sciences or Equivalent
- Training in Programme Management
- Minimum of five (5) years working experience at a senior level

© **Required skills and specialize of knowledge:**

- Ability to communicate effectively both orally and in writing
- Well developed analytical skills
- Research methodology and problem solving skills
- Well developed human relations skills
- Ability to organize and coordinate training programmes
- Sound knowledge of techniques of programme planning, implementing and evaluating

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(d) **Special conditions associated with the job:**

- Will be required to work beyond normal working hours
- Extensive travelling within the Region

## **JOB DESCRIPTION**

### **REPORTING RELATIONSHIPS**

**Supervision Received from:** Regional Technical Director

**Nature of Supervision received:** Managerial review of agreed objectives/targets

**Supervision given to:**

(a) **Directly**

None

(b) **Indirectly:**

None

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**Liaise with:**

**Internally:**

Parish Manager  
Programme Managers  
Medical Officer of Health  
Senior Medical Officers  
Behaviour Change Communication Officer  
CEO's  
Administration Staff

**Externally:**

Other Government Agencies  
NGO's  
International Organizations

**Responsibilities and Duties:**

1. Formulate/develop health programmes for the region on an annual basis consistent with National Programmes, goals and guidelines.
2. Assist parishes with programme plan development and provide technical advice on implementation of programmes.
3. Visit parishes on an ongoing basis to ensure that planned programme activities are being coordinated and implemented; direct the problem solving process accordingly.
4. Collaborating in the evaluation of programmes in order to determine if objectives are being achieved.
5. Participate in on-going quality assurance audits to ensure effective and efficient delivery of programmes.
6. Conduct research on selected health issues to inform health policies and programmes. This programme involves supervising staff-related research activities within the parishes.
7. Serve as Advisor to the Regional Director and Regional Technical Director on programme planning and implementation.
8. Participate in quarterly programme reviews. This involves:
  - Preparing and presenting reports and research data
  - Collaborating with relevant technical staff to ensure timely submission of reports
9. Participate in the preparation of the regional Budget.
10. Keep abreast of new developments within the field and inform the Directorate of their implications.
11. Promote programmes and resource planning to ensure that skills are transferred to staff.
12. Make recommendations in terms of input (supplies, equipment) to meet programme needs.
13. Consolidate parish plans at regional level.

14. Report to the Regional Technical Directorate on the status of programmes in the Region.
15. Keep abreast of local, regional and international developments in the field of health programmes.
16. Perform other related duties, as assigned from time to time.

**Authority:**

- Facilitate programme development and implementation and evaluation at all levels with the Region

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**Performance Criteria:**

The job is satisfactorily performed when:

- Programme goals are attained and efficiency is maintained
- Confidentiality and integrity are maintained

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**ACHIEVEMENT OF OBJECTIVES:**

**The incumbent is required to co-operate and contribute to the achievement of the objectives of the Ministry of Health, the Regional Health Authorities and the Government of Jamaica.**