

NORTH EAST REGIONAL HEALTH AUTHORITY

PARISH NON-COMMUNICABLE DISEASE PROGRAMME OFFICERS - (HPC/ALH 1)

The **North East Regional Health Authority**, a statutory body under the Ministry of Health with responsibility for the management and delivery of public health services within the parishes of **St. Ann, St. Mary and Portland**, is seeking a dynamic, proactive, experienced and analytical individual with strong team building skills to fill the position of **Parish Non-Communicable Disease Programme Officers** for the parishes **St. Ann, St. Mary and Portland**.

Under the general supervision of the Medical Officer (Health) with responsibility for Non-communicable Disease, will support the planning, implementation, monitoring and evaluation of the parish Non-Communicable Disease and Injury Prevention Programme.

The ideal candidate will meet the following educational criteria:

- B.Sc. in Behavioural Sciences, Social Work, Health Related Science or equivalent
- A minimum of three (3) years' experience working in the health field
- Basic knowledge of NCD Risk Factors and Screening methods
- Be computer literate, with the ability to use software applications such as Word, Excel, PowerPoint
- Project Management experience would be an asset

Specific Knowledge Required:

- Knowledge of the National Health Policy Knowledge of Service Level Agreement
- Knowledge of Public Health Laws, Regulations and Practices
- Knowledge of research methods and techniques
- Excellent data management and research skills
- Knowledge of quality assurance principles
- Knowledge of health care practices and linkages system at the Primary, Secondary and Tertiary levels

Key Responsibility Areas:

- Supports the Medical Officer (Health) with responsibility for NCDs in the assessment, development, implementation, maintenance, monitoring and evaluation of NCDs and injury prevention and control services in primary health care facilities and in communities
- Executes activities under the parish work plan for NCD and injury prevention and control, as directed by the Medical Officer (Health).
- Provides technical assistance to health centre and hospital staff within the parish for implementation and maintenance of NCD-related services and programme-related activities
- Implements and ensures the appropriate maintenance of NCD surveillance mechanisms, including registries
- Collaborates with other members of the parish technical team to ensure proper functioning of NCD surveillance system for data collection and compilation
- Conducts audits and other quality assurance exercises, to identify gaps in care and recommend/implement/monitor the impact of corrective measures.
- Collaborates with researchers and engages in research on issues related to NCDs and injuries, as advised by the Medical of Health for NCDs
- Coordinates and/or assists in the training of parish staff in matters related to the NCDs and injuries programme.
- Collaborates with governmental, non-governmental and community-based organizations and institutions on issues related the NCDs and injury prevention and control
- Collaborates with other team members to conduct activities for NCD Commemorative Events
- Monitors the uptake of NCD Screening activities and linkage to diagnostic services.
- Assist with the management of the various registers and utilization of the database to design and implement activities to improve data quality and quality care/adherence to NCD Clinical Management guidelines.
- Use database to identify gaps in services/management and to develop strategies to address same.

- Attends monthly/quarterly/annual meetings/conferences/workshops and special sessions as required
- Collates and compiles relevant data, reports and other documents for monitoring of quality assurance and performance
- Prepares and assist with the preparation of operational plans and reports (monthly, quarterly, annual, ad hoc)
- Participates in training workshops to build capacity in Monitoring and Evaluation.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 3,705,576 – 4,404,765 per annum along with any other allowance(s) attached to the post.

Applications along with resumé should be submitted no later than **Friday, 2023 February 03** to:

**The Director,
Human Resource Management & Development
North East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann, Jamaica, West Indies.
E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747**

NB. WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED APPLICANTS WILL BE ACKNOWLEDGED.