

## **NORTH EAST REGIONAL HEALTH AUTHORITY**

### **REGIONAL NON-COMMUNICABLE DISEASE SURVEILLANCE OFFICER - (HPC/ALH 2)**

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 **Regional Non-Communicable Disease Surveillance Officer**.

Under the general direction of the Regional Technical Director through the Regional Non-communicable Disease Coordinator, the Regional Non-communicable Disease Surveillance Officer is responsible for organizing, planning, coordinating and evaluating strategies and programmes for reducing the incidence of Non-Communicable Diseases (NCD) and Injuries in the Region.

#### **The ideal candidate will meet the following educational criteria:**

- ✓ B.Sc. in Behavioural Sciences, Social Work, Health Related Science or equivalent
- ✓ Five (5) years' experience in the health field to include three (3) years' experience in disease surveillance
- ✓ Registered with the Relevant Registering Body
- ✓ A Master's Degree in Public Health, Epidemiology or equivalent is an asset
- ✓ Work experience in primary and secondary health care is an asset

#### **Specific Knowledge Required:**

- Knowledge of the National Cancer Registry Guidelines, International Agency for Research on Cancer (IARC) Guidelines, CARPHA and National Surveillance Guidelines
- Knowledge of Service Level Agreement
- Knowledge of research techniques
- Basic understanding of the ICD 10 Coding the International Classification of Disease (ICD-10) and the International Classification of Diseases for Oncology, (ICD-O-3)
- Well developed organizational and analytical skills
- Ability to use independent judgment and to manage and impart confidential information.
- Must be computer literate

#### **Key Responsibility Areas:**

- Collaborate in the development of Regional plans and programmes for reducing the incidence of non-communicable diseases and injuries/accidents.
- Ensure the maintenance and operation of a surveillance system for non-communicable diseases and injuries/accidents at Regional and Parish levels.
- Ensure the maintenance and currency of all NCD databases and registers.
- In collaboration with Technical Officers at the parish, regional and the national levels, ensure that data is properly collected and compiled and that timely and accurate reports are generated for submission to the Region and Ministry of Health and Wellness.
- Conduct audits of the NCD and Injury Prevention Programme areas
- Provide guidance on matters relating to NCD epidemiology in the Region.
- Utilize surveillance data on disease patterns and injuries to determine health status and undertake trend analysis and forecasting at regional and parish levels.
- Collaborate with Regional technical staff, Medical Officers of Health and Senior Medical Officers in the analysis of programme indicators, their timely collection, collation and report writing.
- Compile narrative and statistical reports on surveillance data within the region for submission to the Regional Technical Director through the Regional NCD Coordinator.
- Collaborate in the design and development of surveillance systems for current non-communicable diseases or conditions.
- Liaise with other agencies on issues related to epidemiology and surveillance.
- Provide information to Medical Practitioners and other health workers at regional and parish levels on NCD programmes and indicators.
- Assist in the training of Public Health Officers and field staff involved in disease surveillance in the Region.
- Utilize surveillance data to guide health promotion strategies at Regional and parish levels.

- Keep abreast of disease trends and patterns regionally and internationally and utilize data to inform decision-making.
- Represent the Regional Health Authority at meetings held at the NCD unit (Ministry of Health and Wellness) and report on national data and trends.

**REMUNERATION PACKAGE PER ANNUM:**

Salary Scale: \$ 4,297,332 – 5,108,177 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](mailto:jobs@nerha.gov.jm) or Fax: (876) 795-2747**

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