



NORTH-EAST REGIONAL HEALTH AUTHORITY

PARISH HEALTH PROMOTION & EDUCATION OFFICER (HPC/HPE 2)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of Public Health Services within the parishes of St. Ann, St. Mary, and Portland invites applications from suitably qualified persons to fill the position of **Parish Health Promotion and Education Officer (HPC/HPE 2)**, at the **Portland Health Department**.

Summary:

Reporting to the **Medical Officer (Health)**, the Parish Health Education and Promotion Officer is responsible for organizing, co-coordinating, planning, implementing and evaluating Health Education and Promotion Programmes in the parish.

Specific Knowledge / Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access etc)
- Excellent management and leadership skills.
- Excellent written and oral communication skills.
- Good time management skills

Qualification and Experience:

- BSc. Degree in Health Education, Social/Behavioral sciences
- Training in Communication and Research methods.
- A minimum of two (2) years' working experience.

Key Responsibilities will include (but not limited to):

- Providing consultation to Health Workers, other Government Agencies, Non-government Agencies, Private Sector, Community Leaders, Faith-Based Organizations
- Mobilizing community to take responsibility for their health
- Identifying training needs, organizing and co-ordinating training programmes for health staff, community leaders, teachers, and other non-government groups.
- Planning and co-ordinating conferences, seminars and workshops.
- Conducting research to guide programme needs and identifying strategies for intervention in partnership with communities.
- Development of health promotion activities in response to public health emergencies, special programmes and disasters.
- Making recommendations to the Medical Officer (Health) and other members of the health team on the delivery of health promotion strategies for programmes.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$1,290,712 – 1,534,252 per annum along with any other allowance(s) attached to the post.

Applications along with detailed resume should be sent no later than **Tuesday, 2022 June 28** to:

**The Director,
Human Resource Management & Development, Acting
North East Regional Health Authority
34-38 Ocean Village Shopping Centre
Ocho Rios
St. Ann**

E-mail: jobs@nerha.gov.jm or Fax: (876) 795–2747

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