



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB REFERENCE NO: KHB3-10

JOB TITLE: Director of Health Policy and Planning

MINISTRY: Health, Agriculture and Human Services

LOCATION: Grand Turk

JOB SUMMARY:

This is a senior management position with responsibility for leading the Health Policy and Planning Unit. The job holder is also responsible for coordinating the development and implementation of health sector policies, plans, strategies and programmes under the advisement of the MHAHS Director of Health Services, Permanent Secretary, Deputy Secretary and other members of the senior management team.

KEY DUTIES AND RESPONSIBILITIES:

- Oversee operations of the Health Policy and Planning Unit and supervision of staff
- Supervise and/or coordinate health policy and planning, projects, programmes and initiatives in cooperation with governmental and nongovernmental agencies
- Assist the MHAHS with the development and formulation of health sector policies, programmes, and strategies
- Collaborate with MHAHS units/departments to design and implement health policies and plans (strategic and work plans) as to facilitate the achievement of departmental objectives and output indicators
- Collaborate with health units/departments to design and implement monitoring and evaluation systems for specified programmes, services and activities developed and implemented by the Ministry and Ministry Departments.
- Coordinates the strategic planning, implementation, monitoring and evaluation of primary health care annual plans in line with the National Strategic Plans.
- Ensures that health care services are delivered in an efficient and customer oriented focus.
- Steers the implementation of Quality Improvement programs developed and approved by the Ministry of Health.
- Develops, reviews, implements and evaluates annual plans, short term goals and objectives for defined health policies and programs.
- Ensures the development and implementation of mechanisms to increase the human resource productivity within the Ministry.
- Collaborate with the National Epidemiology and Research Unit and Strategic Planning and Policy Unit, in the maintenance of health information systems that will provide timely and relevant information for decision-making





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- Develops and manages fiscal budget and finances relating to the operation of the Health Policy and Planning Unit.
- Work with regional institutions such as the Pan American Health Organization (PAHO) and CARPHA to facilitate technical assistance, training and submission and/or review of requisite reports.
- Represents the Ministry in meetings, workshops, seminars to build capacity for efficient execution of duties and responsibilities for employees of assigned health care programs.
- Coordinates with external partners delivering private health care/services to ensure that Public Health Laws are complied with.
- Adhere to all Public Service codes, rules and regulations
- Identify sources of grant funding to meet financing gaps for health sector programmes
- Develop an annual report of the activities of the Health policy and planning Unit
- Prepares and submits timely quarterly and annual reports to the Director of Health Services.
- Perform other related tasks as assigned

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Health Systems Management/Public Health at the Master's Degree level or equivalent educational preparation in Business Administration.

Experience

- A minimum of eight (8) years relevant experience with 3 in a Senior Management role in administration or human resource management in a health setting or similar health care organization.
- Experience in executing Public Service and Financial Regulations (Assets).

SALARY: Grade 9 - \$59,552.50 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk. Applications can be hand delivered, Faxed to 946-1582 or sent by email to: recruitment@gov.tc.



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Hand delivered and fax applications must have clearly marked on the envelope/fax cover sheet the Job Title of position being applied for. On emailed applications the subject line must reference the Job Reference Number (KHB3-10) and the Job Title.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

APPLICATION DEADLINE: 28th July 2017

