

JOB DESCRIPTION

ADVISER, HEALTH PROMOTION, COMMUNICATIONS AND PUBLIC HEALTH **MINISTRY OF HEALTH**

Position : **Adviser, Health Promotion, Communications and Public Health**

Reports to : Chief Medical Officer

Job Summary: The Adviser, Health Promotion, Communications and Public Health assists in the development of policies, and provides leadership, guidance, technical support and advice in matters related to general health, occupational and environmental health, mental health and health promotion activities. He/She also has responsibility for monitoring and evaluating the Ministry's chronic non-communicable disease initiatives.

Key Duties and Responsibilities

- Provides effective guidance in processes related to the development of policy, strategy and methodology, for example, in environmental and occupational health, emergency management services, mental health, adolescent and aging population health.
- Participates in the development of policies for the expansion of the medical aid programme to include cardiac, cancer care and a surgical waiting list.
- Provides leadership, technical support and advice during the developmental phase of health projects.
- Builds systems and methods for the development of health programmes.
- Provides advice and guidance in the development of implementation, monitoring and evaluation systems in relation to occupational and environmental health and health promotion activities.
- Conceptualizes, creates and supports the implementation of accident / injury prevention programmes.
- Provides technical advice to local agencies, professional and public interest groups interested in preserving the environment, and assists groups in developing environmental health projects.
- Monitors and reviews existing public and amended health policies and programmes.
- Monitors and evaluates the Ministry's chronic non-communicable disease initiatives.
- Assists the Chief Medical Officer in related duties as requested.

Minimum Qualifications, Education and Experience

- A Degree in Medicine together with a Masters Degree, or equivalent, in public health or relevant professional field.
- Considerable experience in the curative and preventative fields of medicine.
- A minimum of ten (10) years of professional experience at managerial levels in the public health sector.
- Extensive administrative and supervisory experience.

Knowledge, Skills and Abilities

- Skills in programme development, including processes related to policy, strategy and design.
- Extensive knowledge of the principles and practices in the curative and preventative fields.
- Considerable knowledge of current developments in techniques and methods in treating the physically and mentally ill.
- Extensive knowledge of the principles and techniques of health administration.
- Extensive knowledge of the principles and practices of general medicine and surgery.
- Extensive knowledge of medical jurisprudence.