

Ref #:



Government of Trinidad and Tobago

Non- Standard-JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: BIO-STATISTICAL OFFICER, EPIDEMIOLOGY DIVISION, MINISTRY OF HEALTH

JOB SUMMARY:

The incumbent is required to provide technical advice and assistance in statistical methods, data processing and computing for surveillance programmes, research and assessment activities of the Epidemiology Division at the National Level. Provide templates, guidance and support for these activities at the County RHA levels.

REPORTS TO:

Technical Director, Epidemiology

SUPERVISION GIVEN TO:

Research Officer II

DUTIES AND RESPONSIBILITIES:

- Compiles, analyses and disseminates data and information related to vital and health statistics, surveillance and research.
- Receives, validates, analyses, interprets and disseminates mortality data from County and RHA reports and shares the validated data with appropriate MOH stakeholders.
- Initiates the preparation, revision and adaptation of training materials to support training in the area or mortality surveillance, biostatistics and data management.
- Conducts training in basic, intermediate and advanced or applied health statistics, data processing, statistical computing, and research methodology for County, RHA and MOH Epidemiology Division staff.
- Provides advice and help to the County and RHA levels for the development and strengthening of health information systems related to Infectious Disease, Chronic Non-Communicable Disease and Injury morbidity and mortality data.
- Promotes, collaborates and assists in research, special studies and analytical activities.
- Identifies and mobilizes information, human and financial resources in support of relevant and related activities, while complying with the Ministry's policies and procedures.
- Plans, designs and coordinates the statistical components for the preparation of scientific publications, both at the MOH and County/RHA levels.
- Performs other related duties assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE: SKILLS AND ABILITIES:

- Ability to work as a part of a multidisciplinary team.
- Ability to be adaptable and innovative.
- Excellent written and oral communication skills.

MINIMUM EXPERIENCE AND TRAINING:

- Masters Degree in Statistics or Mathematics.
- Five (5) to Seven (7) years of experience in the design and analysis of Research Studies.