

## **JOB DESCRIPTION**

### **HEALTH SECTOR TRAINING & EDUCATION OFFICER**

#### **HEALTH SECTOR HUMAN RESOURCE PLANNING AND DEVELOPMENT UNIT** **MINISTRY OF HEALTH**

**Position :** Health Sector Training and Education Officer

**Job Summary:** The Health Sector Training and Education Officer is responsible for advising on and supporting the training and professional development of the health workforce.

#### **Key Duties and Responsibilities**

- Identifies the skills mix required for the various categories of health and health related workers through job analysis, appraisal schemes and regular consultation with managers and human resources departments.
- Works with the Regional Health Authority teams to produce programmes for the training and development of health workers that are satisfactory to all relevant parties in the organization, such a line managers, Ministry of Health and Regional Health Authority board level.
- Liaises with medical education institutions and assessing programmes to determine if they meet the health needs of the country and of the Ministry of health.
- Examines alternative training delivery methods and assesses their applicability to the local health context (e.g. telemedicine) and makes recommendations on the feasibility of the use of same in the local context.
- Conducts research on training and development of health professionals in foreign locations and makes recommendations, after consultation, on suitable programmes and initiatives.
- Monitors and reviews the success of training programmes through questionnaires and discussions with stakeholders.
- Collects data on training and development activities of health and health related personnel in the private and public sectors.

#### **Minimum Qualifications, Education and Experience**

- Bachelor's degree in human resource management *or* in management with specialization in human resource management or any other relevant bachelor's degree qualification.

- At least three (3) years of experience working in a training and development environment.
- Must have research experience.
- Must be computer literate.
- Project management experience will be an asset.