

JOB DESCRIPTION

MANAGER, TOBACCO CONTROL UNIT TOBACCO CONTROL UNIT MINISTRY OF HEALTH

Position : **Manager, Tobacco Control Unit**

Reports to : Permanent Secretary, Ministry of Health

Job Summary: The Manager, Tobacco Control Unit is responsible for setting strategic direction, leading, directing, and monitoring the activities of a cadre of staff to ensure national compliance with the Tobacco Control Act and implementation of a National Tobacco Control Programme. Under minimal supervision, this position oversees major components of the National Tobacco Control Programme, including building public commitment for National Tobacco Control, smoke free public places and developing and disseminating programmes with respect to the benefits of quitting and the dangers of tobacco use.

The Manager manages a team of personnel with expertise in research, public health programming and policy development.

Key Duties and Responsibilities

- Directs, coordinates and organizes all activities associated with the Tobacco Control Unit, including managing and leading a cadre of staff.
- Provides tobacco-specific advice in the development of tobacco control regulations.
- Develops the Terms of Reference and establishes the Tobacco Advisory Committee.
- Carries out continuous and ongoing discussions on issues related to tobacco control with all stakeholders.
- Drafts and finalizes agreements and Memoranda of Understanding with stakeholders and delivery partners both internal and external related to tobacco control.
- Reviews and refines the Tobacco Control Plan.
- Leads the development and implementation of programmes in respect of tobacco prevention, education and exposure to second hand smoke.

- Leads the development and implementation of monitoring and evaluation systems to measure the success of the National Tobacco Control Programme.
- Leads in the development of a national strategic approach to tobacco control.
- Ensures reporting requirements related to the Tobacco Control Act and the National Tobacco Control Programme to the WHO/PAHO and other stakeholders are fulfilled and timely.
- Presents the annual budget, multi-year programme estimates and work plans for the National Tobacco Control Programme for the approval of the Permanent Secretary.
- Submits regular financial and operational progress reports related to the Tobacco Control Act and National Tobacco Control Programme to the Permanent Secretary.
- Ensures that the correct procedures are followed with respect to all matters within the Tobacco Control Unit.
- Represents the Ministry on Authorities, Boards or Committees as may be agreed on with the Permanent Secretary.
- Conducts ongoing identification of resource mobilization needs and sources, including technical assistance for the National Tobacco Control Programme.
- Conducts ongoing stakeholder relations and identification of new relationships and partnerships on issues related to tobacco control.
- Encourages the citizenry to strengthen tobacco control policies and to work towards improving tobacco free policies in schools, work sites, health care settings and the community at large.
- Ensures that messages for inclusion on tobacco packages are designed and disseminated appropriately.
- Prepares reports on Trinidad and Tobago's progress on the implementation of the Tobacco Control Act and National Tobacco Control Programme and presents them to the World Health Organization and at international conferences hosted for signatories to the Convention.
- Ensures compliance with and enforcement of the Tobacco Control Act by monitoring activities nationally.
- Considers and evaluates applications for licenses on behalf of the Minister of Health and submits to Tobacco Licensing Committee for consideration.

- Establishes evidence-based tobacco cessation programmes including diagnosis, counseling and treatment services and, as appropriate, access to nicotine replacement therapies.
- Performs miscellaneous job related duties as required.

Minimum Qualifications, Education and Experience

- Master of Public Health or Health Administration, Management or related Social Sciences from a recognized institution.
- A minimum of five (5) years managerial experience.
- Demonstrated experience in management of multi-stakeholder relationships (international, regional and national).
- A minimum of five (5) years of experience working in the health sector is an asset.
- Certification in Project Management would be an asset.

Knowledge, Skills, Abilities

- Understanding of global health issues and systems specifically related to tobacco control.
- Excellent written and verbal communication and analytical and organizational skills.
- Proven track record in resource mobilization.
- Proven track record in project and programme management.
- Ability to supervise and provide leadership to a diverse team.
- Ability to work within a large, formal organization with multiple stakeholders, including Non Government Organizations (NGOs) and international organizations e.g. PAHO/ WHO and Framework Convention Alliance.
- Ability to work effectively with other members of the Ministry's Management Executive team and to leverage their skills and expertise to achieve departmental goals and priorities, operational efficiencies and organizational impact.