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| http://4.bp.blogspot.com/-9id1conkx_k/TlAA2rdsPVI/AAAAAAAAAGM/qYekwzdsBgY/s1600/Coattrinidadtobago.jpg  Government of Trinidad and Tobago  **Non Standard - JOB DESCRIPTION**  **CONTRACTUAL POSITION** | | | |
| **JOB TITLE: Health Planner Analyst** | | | |
| **JOB SUMMARY:** The incumbent is required to provide technical support to the Director, Health Policy, Research and Planning in planning for improvements in the health sector and the health status of the population | | | |
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| **REPORTS TO:** | | | Senior Health Planner |
| **SUPERVISION GIVEN TO:** | | |  |
| **KEY RESPONSIBILITIES:** | | | |
| * Assist in the assessment of health needs and the economic, social and environmental factors that influence the health status of specific populations; * Assist in the development of core-objectives and priorities of the Ministry of Health that is aligned to Regional and International health agendas; * Research and assist in the development of the National Strategic Health Plan inclusive of consultations and workshops; * Assist in the development and implementation of a Monitoring and Evaluation tool for the continued assessment of the National Strategic Health Plan; * Assist in the review of the Regional Health Authorities’ strategic plans with the overall Ministry’s Plan to ensure greater harmony and reporting; * Delivers well researched and presented strategic and technical advice, project outcomes and policies * Assists in the conduct of programme and organizational reviews to identify strengths and weaknesses and to evaluate operational effectiveness; * Makes recommendations based on emerging trends, expansion opportunities, competitive threats, viability of outside business partners, and internal business process improvement. * Provide other related services as required. | | | |
| **KNOWLEDGE, SKILLS AND ABILITIES** | | | |
| **KNOWLEDGE:** | | * Knowledge of the principles, methods and practices of Public Sector Management; * Considerable knowledge of Public Health issues and the challenges faced across diverse populations * Considerable knowledge of strategic planning * Working knowledge of developing manuals and work flow processes. * Considerable knowledge of investigative/research methodology, its principles and techniques. | |
| **SKILLS AND ABILITIES:** | | * Proficiency in the use of Microsoft Office Suite * Identifies public health strategies for addressing current and emerging health needs. * Good Planning, Organization, Time Management Skills and implementation skills. * Ability to communicate effectively both orally and in writing. * Ability to promote teamwork, manage, and analyze divergent points of view in leading discussions and answering questions * Ability to establish and maintain effective working relationships with colleagues. * Ability to work independently | |
| **MINIMUM EXPERIENCE AND TRAINING:** | | | |
| * BSc. Degree in Planning or a related Social Sciences; * Three (3) years of experience in strategic planning/planning * Any equivalent combination of knowledge, skills, abilities and experience. | | | |