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| **JOB DESCRIPTION**  **CONTRACTUAL POSITION**  **DIRECTORATE OF HEALTH POLICY, RESEARCH & PLANNING**  **MINISTRY OF HEALTH** | | |
| **JOB TITLE: Policy Development Officer** | | |
| **JOB SUMMARY:** | | |
| The incumbent in this position is required to provide support to the Policy Development Specialist in developing appropriate policies and strategies for the health sector. | | |
| **REPORTS TO:** | | Policy Development Specialist |
| **SUPERVISION GIVEN TO:** | | N/A |
| **DUTIES AND RESPONSIBILITIES:** | | |
| * Assists in the development of a policy agenda; * Collects and analyses relevant information to support the development of health policies and briefs; * Organizes workshops and meeting of committees established to develop and approve health policies; * Drafts policy documents and policy briefs. * Ensures dissemination of policy document to relevant stakeholders; * Maintains a database of health policies; * Collects the relevant information to monitor and review the status of health policy implementation; * Analyses and collects the necessary data to undertake health policy impact assessment; * Prepares reports on the impact of health policies and make recommendations; and * Reviews and revises existing and recommendations policies. | | |
| **KNOWLEDGE, SKILLS AND ABILITIES** | | |
| **KNOWLEDGE:** | | * Knowledge of the health sector * Knowledge of research methodology * Knowledge of policy development |
| **SKILLS AND ABILITIES:** | | * Ability to prepare and present complex reports in a clear and concise manner; * Ability to read and interpret public health legislation, strategic plans and Global health agendas and resolutions; and * Ability to establish and maintain effective working relationships with team members. |
| **MINIMUM EXPERIENCE AND TRAINING:** | | |
| * Bachelors of Science Degree in a relevant Social Science or Humanities discipline * A minimum of five (5) years work experience as a Public Health Professional * Training in the use of Microsoft office Suite   **OR**   * Any equivalent combination of training and experience | | |