|  |  |
| --- | --- |
|  |  |
| **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
 |