



Government of Trinidad and Tobago

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: Director, Non-Communicable Diseases

JOB SUMMARY:

The Director is responsible for developing, leading, monitoring and evaluating the work of the NCD Unit and coordinating its work with internal and external stakeholders and partnering ministries and organizations. Under the overall guidance of the NCM (Multisectoral Steering Committee) and direct supervision of the Permanent Secretary, the incumbent will develop, coordinate and lead the national programme in the area of NCDs.

REPORTS TO: Chief Medical Officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Coordinate and facilitate the development and implementation of national multisectoral NCD action plans and ensure periodic reporting of the status of their implementation.
- Coordinate the Unit's support to NCD prevention and control activities, ensuring sound technical support for planning, programming, implementation, monitoring and evaluation.
- Work with other divisions, particularly the Health Education/Promotion; Policy, Planning and Research; Human Resources Planning and Human Resource Management and Technical programs, in order to improve coverage and quality of the range of NCD services delivery at primary health care level and to promote healthy life styles across the society.
- Lead the national work in the development, implementation and oversight of relevant policies, strategies, programmes of work and annual work plans and reports for NCDs.
- Build strong partnership for the implementation of harmonized, collaborative actions among stakeholders for implementing the national Strategic Plan (SP) for NCD prevention and control.
- Mobilize resources for implementation of SP by all actors; coordinate with RHAs and partners towards mainstreaming NCD control activities, based on evaluations of lessons learned with a view to achieve total coverage at regional and country levels.
- Collaborate with NSU and international partners to support surveillance, monitoring and evaluation of prevention and management of NCD.
- Identify research needs and priorities aimed at improving NCD implementation including promotion and strengthening of research capabilities.
- Support capacity building needs with regards to NCD in all sectors and for all partners and ensure continuous training and development of NCD Unit staff.

- Promote a culture of high performance, professionalism, ethical behavior and integrity in accordance with the Public Service's Policy Rules and Procedures.
- Provides executive leadership, vision and direction in planning, developing, implementing and evaluation programs and services in the area of NCDs.
- Establishes Unit direction and ensures consistency in the unit's programmatic vision.
- Monitors programme performance and impact measures for efficiency, effectiveness and quality of service delivery.
- Reviews progress on the strategic and sectoral plans quarterly with the Chief Medical Officer and other primary care stakeholders.
- Makes presentations and represents the Ministry of Health to community groups, health professionals and organizations at state and regional meetings about NCDs to garner support for programmes and increase community awareness of primary health issues.
- Participates in the selection of managerial staff, establishes standards, evaluates performance and takes disciplinary action; determines the need of staff development and arranges for or provides appropriate training.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

In addition to the core competencies for members of the NCD unit team, the Director should have demonstrated the following which are based on the Key Leadership Competencies for the Canadian Public Service Agency and the Public Service Commission (2007).

- *Value and Ethics: Integrity and Respect* – ensuring integrity and personal and organizational practices and respecting people and the TT public service principles.
- *Strategic Thinking: Analysis and Ideas* – advise and plan based on analysis of issues and trends and how these link to the mission of the MoH and of the NCD Unit. Continuously scan changing environment in anticipation of opportunities and threats. Develop well informed advice sensitive to the various needs of multiple stakeholders.
- *Engagement: People, organizations partners* – engage people, organizations and partners in developing goals, executing plans and delivering results. Use negotiation skills and adaptability to encourage recognition of joint concern and to influence the success of others. Follow and lead across boundaries to engage broad-based stakeholders and partners in shared agenda and strategy.
- *Management Excellence: Action Management, People Management, Financial Management* – Deliver results by maximizing organizational effectiveness and sustainability. Ensure people have support and tools needed and that the health of the workforce is given attention, including promotion of work-life balance. Implement rigorous and comprehensive human financial resources accountability systems. Ensure integrity of information is a key factor in design and execution of all policies and programs.

SKILLS AND ABILITIES:

- Knowledge of NCD policies, strategies and interventions.
- Ability to exercise leadership and to work effectively with colleagues at national and international levels.
- Proven ability to plan, execute, supervise and manage a Public Health programme.
- Ability to work in a multicultural environment.
- Excellent communication skills. Ability to work under pressure.

