

Ref #:

Government of Trinidad and Tobago

Non- Standard-JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: TECHNICAL DIRECTOR, EPIDEMIOLOGY DIVISION, MINISTRY OF HEALTH

JOB SUMMARY:

The incumbent is required to coordinate operations and activities of all Sub-Units within the Epidemiology Division, Ministry of Health. Determine policies and formulates plans for the execution of the epidemiologic surveillance and activities both at the level of the Epidemiology Division, Ministry of Health and at the level of the health care facilities which generate and collect health data. Provide information on trends in disease and provide technical advice on the epidemiologic matters to the Chief Medical Officer and other policy/decision makers for disease prevention, impact mitigation.

REPORTS TO:

Chief Medical Officer

SUPERVISION GIVEN TO:

Bio-Statistical Officer, Non-Medical Epidemiologist, Senior Clinical Auditor, Specialist Health Information Systems, Country Health Visitor and Clerk IV.

DUTIES AND RESPONSIBILITIES:

- Plans, directs and coordinates the activities of the Epidemiology Division, Ministry of Health.
- Develops and oversees the implementation of the policies and systems for promoting sound epidemiological practices both within the Epidemiology Division, Ministry of Health and in the Health Care Facilities and laboratories which provides epidemiologic data.
- Devises, develops and implements plans for the improvement of national surveillance systems for both Communicable and Chronic Non- Communicable Diseases.
- Establishes and maintains effective linkages between the Trinidad Public Health Laboratory and Epidemiology Unit at the Ministry of Health.
- Plans and directs the development of appropriate information systems for the efficient surveillance practice.
- Establishes systems and strategies to promote the interchange of technical information on communicable and other diseases between key stakeholders.
- Advises on the streamlining of processes for data collection at local health centre and hospital level as well as in vertical health programmes.
- Facilitates periodic reviews of data collection and collation activities to enable regular upgrading of the health information infrastructure.
- Communicates with County Medical Officers of Health and Regional Health Authority Epidemiologists on observed trends in disease.
- Provides timely support to County Medical Officers of Health in the event of disease outbreak and facilitates outbreak investigation and control activities.
- Coordinates outbreak investigation activities between multiple counties in the event of a disease outbreak involving more than one county.
- Plans and organizes training programmes for health personnel to facilitate and improve the practice of

public health in Trinidad and Tobago.

- Provides technical assistant in relevant areas of public health, programme monitoring and evaluation.
- Coordinates the work of the Epidemiology Division with other Units and programmes within the Health Sector, including the National TB Programme; the Hansen's Disease Programme; the HIV Programmes; the Queen's Park Counselling Centre and Clinic (STI Programme); the Insect Vector Control Division as well as the existing (and developing) chronic disease programmes.
- Supervises staff, evaluates performance and implements appropriate programmes for the development of staff within the Division.
- Coordinates and supervises the production and dissemination of technical information on health trends in Trinidad and Tobago in the form of regular bulletins.

KNOWLEDGE, SKILLS AND ABILITIES

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- In depth knowledge of public health issues and trends, epidemiological theory, principles and practices and surveillance techniques, systems and procedures.
- Thorough knowledge of scientific procedures applicable to disease prevention and control.
- Broad knowledge of management principles and practices including planning and budgeting.
- Clear understanding of the policies and procedures of the Ministry of Health in the context of the strategic direction of the Ministry.
- Clear understanding of the Public Health Laws of Trinidad and Tobago.
- Excellent managerial skills.
- Excellent interpersonal, oral and written skills.
- Excellent proposal development skills.
- Good leadership skills.
- Good analytical skills.
- Computer literacy and familiarity with word processing, database management and statistical software.
- Ability to recognize the larger organization context in divisional decision making.
- Ability to translate decisions into appropriate action.
- Ability to engender teamwork among members of the Division and collaborators within and outside the Ministry of Health.
- Ability to adapt and adjust to a changing technical financial and organizational environment.

MINIMUM EXPERIENCE AND TRAINING:

- A Medical Degree from an accredited University.
- A Masters Degree in Epidemiology or Public Health with a concentration in Epidemiology.
- Three (3) to Five (5) years of experience in the design, implementation and management of surveillance systems including outbreak identification and response and epidemiologic analysis.
- Qualification in Project Management would be an asset.