



CIRCULAR MEMORANDUM NO. 33 OF 2023

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FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – DIRECTOR, POLICY ANALYSIS AND PLANNING UNIT AND PROJECT MANAGEMENT UNIT, MINISTRY OF HEALTH AND WELLNESS

DATE: 31st May 2023

Applications are invited from suitably qualified applicants to fill the vacant position of **Director, Policy Analysis and Planning Unit and Project Management Unit, Ministry of Health and Wellness.**

1. Basic Purpose of Position

Responsible for providing leadership in strategic planning, policy development, and project management for the effective and efficient functioning of the health system to achieve better health outcomes for the Ministry of Health and Wellness; as well as for advising on policy development, planning and project management related issues, always being cognizant of the interaction between the Ministry's technical, financial and economic resources.

2. Analysis of Position

I. Nature and Scope

The Director of the Policy Analysis and Planning Unit and Project Management Unit within the Ministry of Health and Wellness is responsible for preparing policy and planning reports in order to facilitate high level health policy and decision making. The incumbent is responsible for ensuring the preparation and continuity of the Ministry's Strategic Plan along with other operational plans. The Director must work closely with the Director of Public Health and Wellness and Director of Hospital Services and Allied Health in the preparation and the continuation of the Ministry's overall policy planning development process and engage all stakeholders in the review of all operational plans.

The Director of the Policy Analysis and Planning Unit and Project Management Unit also has responsibility for leading the negotiations on Service Level Agreements and the monitoring and review of performance agreements between the Ministry of Health and Wellness, Social Security Board or any other health related authority or statutory board, be they public or private. The incumbent oversees the coordination of major capital and donor funded projects and advises the Chief Executive Officer on policy and planning issues and matters related to project execution. The Director is expected to consult with the Director

of Public Health and Wellness and Director of Hospital Services and Allied Health on all significant technical decisions and the Chief Executive Officer on all financial decision.

The incumbent supervises staff within the Unit and is expected to oversee their development in all the requisite areas. The Director is further expected to maintain a high degree of integrity, confidentiality, and professionalism in the conduct of his/her duties and responsibilities. In addition, the incumbent must display the communication skills required to interact with senior and junior personnel within the Public Service, representatives of local government authorities and statutory bodies; as well as representatives of outside agencies and organizations both locally and internationally.

II. Essential Duties and Responsibilities:

- 1. MANAGES** the daily operations of the Policy Analysis and Planning Unit and Project Management Unit; provides leadership and oversight in the design, coordination and implementation of programs and initiatives for the Unit's functional areas.
- 2. DEVELOPS** key performance indicators and plans and sets short and long-term objectives and targets to be met by the Unit, in order for its mandate to be carried out effectively and efficiently; spearheads the preparation of operational plans and the unit's annual budget for input into the Ministry's overall budgetary process.
- 3. OVERSEES** the drafting, reviewing and implementation of the Ministry's Strategic Plan and Annual Purchasing Plan for Services and their related activities.
- 4. PROVIDES** technical support to directorates to ensure their development plans (Long term, Mid-term, Master plan, etc.) are in line with national health policy and other health related policies; reviews existing health and related policies and makes recommendations for changes or for new policies.
- 5. PROVIDES** expert advice and support to the Minister and Chief Executive Officer through the offices of the Director of Public Health and Wellness and Director of Hospital Services and Allied Health and all Technical Advisors on all policy legislations and planning activities.
- 6. SUPPORTS** Health Planners in the conduct of research and studies on all aspects of health care delivery and needs in collaboration with the Director of Public Health and Wellness and Director of Hospital Services and Allied Health.
- 7. DEVELOPS** grant proposals and donor analysis for supplemental health financing and guides Technical Advisors in the preparation of proposal of grants or donor assistance.
- 8. OVERSEES** the monitoring of performance for all programs, services and supplies providers to ensure the Ministry is receiving the best quality in services or supplies at a suitable price in relation to projects.
- 9. ENSURES** the proper planning, implementation and monitoring of all major capital and service development projects to ensure successful and timely completion.
- 10. PREPARES** and submits reports, proposals, strategic and policy documents relating to the planning and development of health services to the Chief Executive Officer detailing the progress of planned strategies and programs.
- 11. LIAISES** with planning officers in other ministries, agencies and organizations with health-related functions in order to ensure policy response so as to minimize duplication of work.

12. CULTIVATES and maintains effective working relationships with all relevant stakeholders, internal and external, thereby ensuring that the unit provides a consistently high level of service.

13. REPRESENTS the Unit at local, regional and international meetings, conferences, meetings of committees and bodies, and other fora of interest related to the Unit's functional area.

14. SETS major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.

15. MAY perform other related duties assigned by the Chief Executive Officer as required.

3. Requirements:

I. Qualifications/Experience

Recognized Master's Degree in Health Management, Public Health, Health Policy, Health Planning, Project Management or a related discipline, with a minimum of seven (7) years' working experience serving in a managerial capacity; experience in policy development, project design and planning.

II. Competencies and Skills

- a. Sound knowledge of Project Management;
- b. Sound knowledge of Health Policy and healthcare environment;
- c. Sound knowledge of Public Sector Budgeting;
- d. Good analytical, interpersonal and communication skills;
- e. Must have the ability to handle quantitative data;
- f. Self-starter with the ability to produce high quality reports;
- g. Willing to work outside of normal working hours
- h. Have excellent leadership skills.

4. Reporting Responsibility:

Director, Policy Analysis and Planning Unit and Project Management Unit will report to the Chief Executive Officer, Ministry of Health and Wellness.

5. Conditions of Service

Conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

6. Salary

Government of Belize Pay Scale 24 of \$42,000 x 1,644 - \$73,236 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than Friday, 16th June 2023.



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

- c: *Director, CITO,*
President, Public Service Union of Belize President,
President, Association of Public Service Senior Managers