



CIRCULAR MEMORANDUM NO. 34 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 – TWO (2) POSITIONS OF HEALTH PLANNER, POLICY ANALYSIS AND PLANNING UNIT AND PROJECT MANAGEMENT UNIT MINISTRY OF HEALTH AND WELLNESS

DATE: 31st May 2023

Applications are invited from suitably qualified persons to fill two (2) positions of **Health Planner, Policy Analysis and Planning Unit and Project Management Unit, Ministry of Health and Wellness.**

1. ACCOUNTABILITY OBJECTIVE:

Responsible for planning, coordinating, analyzing and evaluating current or proposed health plans/programs, and research and planning activities within the Ministry of Health and Wellness; assists in the development of recommendations to improve existing health programs/plans or substantiate the need for additional programs; contributes in the development and finalization of Ministry's plans for delivery of health services and/or plans submitted by outside partners; and serves as a liaison with multiple community partners.

2. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **DETERMINES** methodologies and tools to be used for qualitative and quantitative data gathering to inform the community health assessment and capacity assessment.
2. **COLLECTS**, interprets, and reports on comprehensive health and demographic data and information including, but not limit to community health status and the leading causes of morbidity and mortality; public health system capacity needs; health risks of targeted population and disparities; and emerging public health issues.
3. **ASSISTS** the Director of Planning and Policy Unit and Project Management Unit in organizational planning for long-term, medium term and short-term objectives and in the development of project proposals for funding.
4. **DEVELOPS** health system policies and advises the Director on policy options to address specific health system issues.
5. **CONDUCTS** health systems analysis to identify gaps and bottlenecks in system performance.

6. **EVALUATES** local, district level and national health plans and makes recommendations for the improvement of such plans to the Director.
7. **IDENTIFIES**, collects, and analyzes information on existing health problems, their determinants and related community challenges; organizes the data in readily usable format, and prepares periodic summaries/reports for publication and/or managerial review.
8. **PROVIDES** technical assistance to community level, district level or national level groups/agencies to coordinate and implement program development in the area of health.
9. **DEVELOPS** and makes presentations on technical data and statistics to professionals and stakeholders.
10. **CONDUCTS** research and maintain current information regarding health system and services (including cost-benefit/cost effective analysis).
11. **PREPARES** and presents technical reports on contract monitoring and other assignments.
12. **PARTICIPATES** in designated conferences, seminars and other meetings and fulfills public speaking assignments; serves as the Ministry's representative on boards, committees, working groups, etc. as assigned by the Director of the Unit and provides updates and reports on all such activities.
13. **TRAINS** and develops staff in health policy development and analysis and planning when required.
14. **MAY** perform other related duties assigned by the Director as required.

B. QUALIFICATION AND EXPERIENCE

Recognized Master's Degree in Public Health related Science or Social Science such as: Public Health, Nursing, Environmental Health, Health Care Administration, Sociology, Psychology, Physical or Environmental Science, Epidemiology, Public Administration or related field, with a minimum of five (5) of public health or related experience in a large or medium sized public health agency/department or similar organization.

C. COMPETENCIES/SKILLS

- Excellent analytical, written, oral and interpersonal communication skills.
- Competent in use of computers and basic computer programs such as Excel, Word, and PowerPoint.
- Ability to analyse a wide range of data for program and policy considerations.
- Experience in research, project development, implementation, monitoring and evaluation methodologies and applications; and fundamentals of data processing and reporting.
- Self-starter with ability to produce high quality reports.
- Being bilingual is an asset (English and Spanish).

4. REPORTING RESPONSIBILITY

The Health Planner will report to the Director, Policy Analysis and Planning Unit and Project Management Unit, 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 Pay Scale 23 of \$40,615 x 1,644 -\$71,851 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