



# CIRCULAR MEMORANDUM NO. 32 OF 2024

**MY REF:** STAFF/GEN/13/09/24 (68) Vol. IV

**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 – PAEDIATRICIAN, NORTHERN REGIONAL HOSPITAL, MINISTRY OF HEALTH AND WELLNESS**

**DATE:** 13<sup>th</sup> May 2024

Applications are invited from suitably qualified persons to fill the position of **Paediatrician, Northern Regional Hospital, Ministry of Health and Wellness.**

## **1. ACCOUNTABILITY OBJECTIVE:**

The Paediatrician is responsible for diagnosing and treating paediatric patients who have minor illnesses, acute and chronic health problems, growth and development concerns, while adhering to relevant policies, regulations and laws.

The Paediatrician is required to conduct physical examination of paediatric patients and interview parents or legal guardian and where possible the paediatric patient. Additionally, the incumbent orders laboratory tests, X-rays, and other diagnostic procedures, analyses findings to determine the nature of disorders or illnesses, records paediatric patients' medical information and history and exchanges information, provides continuous medical care for patients including prescribing, administering, counselling on and monitoring curative treatment and preventive measures, answers all questions and queries that parents or paediatric patients may have.

The Paediatrician is expected to foster teamwork and display the communication skills required to interact with stakeholders, colleagues and subordinates and is conducive to motivation towards productivity and success in the achievement of set goals and objectives.

## **2. ANALYSIS OF POSITION**

### **A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. **LEADS** in conducting physical examination of paediatric patients and interviews them and their families to determine their health status.
2. **ORDERS** laboratory test, X-rays, and other diagnostic procedures and analyses findings to determine the nature of disorders or illnesses.
3. **PROVIDES** continuous medical care for patients including prescribing, administering, counselling on and monitoring curative treatment and preventive measure to provide the best care possible to patients.

4. **ANSWERS** all questions and queries that parents or paediatric patient or authorized caregivers (i.e. family member) may have, so as to ensure patient understand methods and means of treatment and intake of medication.
5. **PERFORMS** minor surgeries and other clinical procedures that are within the positions specialized scope of duties and responsibilities.
6. **PARTICIPATES** in clinical rounds along with the other medical specialist(s) and Nursing Supervisor, to assess paediatric patient's progress and be able as a medical team to discuss changes in conditions and review plans of care.
7. **PRESENTS** daily medical evolution of the paediatric patients to the medical team making the clinical rounds, in order for them to be informed of the current medical status of the patient.
8. **PROVIDES** referrals to parents or guardians of paediatric patients and families for specialized care to the National Referral Hospital, private hospitals, rehabilitation centres or other types of healthcare centres, in order to assist in the facilitation of continuous quality health care.
9. **VERIFIES** paediatric patients' medical information and history in electronic health records and shares information with other specialist practitioners and other authorized health workers, as required for continuous medical care.
10. **REPORTS** births, deaths, and notifiable disease to relevant government authorities to meet legal and professional requirements.
11. **ADVISES** individuals, families and communities on paediatric health, nutrition and lifestyle which aid prevention or treatment of diseases and disorders.
12. **COLLABORATES** in conducting research in paediatric health and medical services and disseminates the findings such as through scientific reports and publications.
13. **EVALUATES** the overall performance of the Units and sub-units and the effectiveness of current programmes toward the achievement of the set goals and objectives and reorganizes existing procedures, systems programmes and/or policies and as needed to ensure organizational efficiency and effectiveness; facilitates the publicity of the work of the Unit and sub-units and its impact on the health and wellness of clients.
14. **SETS** major job objectives for subordinates and appraises performance against same through the timely completion of Mid-year and End-of-Year performance appraisal based on each officer's incremental date; develops and implements performance improvement plan for each subordinate.

## **B. QUALIFICATION AND EXPERIENCE**

Recognized First Degree in Pediatrics, General Degree in Medicine and a Valid Medical Practitioner's Certificate.

### **Plus**

Demonstrate experience in patient care and therapy. Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures. Have been a trusted member of a senior level medical team.

## **C. COMPETENCIES/SKILLS**

- Specialized proficiency in the use of computer applications for electronic health records, word processing, spreadsheet development, electronic form creation and other related.

- Ability to communicate clearly, concisely, and accurately with all levels of staff and patients both verbally and in writing, public speaking skills and capable of making presentations.
- Ability to resolve conflict efficiently.

### **3. REPORTING RESPONSIBILITY**

The Paediatrician will report to the Chief of Staff, Northern Regional Hospital, Ministry of Health and Wellness.

### **4. CONDITION 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.

### **5. 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 Monday, 27<sup>th</sup> May 2024.**



**ROLANDO ZETINA (MR)**  
**CHIEF EXECUTIVE OFFICER**

**c:** *Director, CITO,  
President, Public Service Union of Belize President,  
Association of Public Service Senior Managers,  
GEN/4/01/01.*