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**CIRCULAR MEMORANDUM**

**NO. 15 OF 2022**

**MY REF:**  STAFF/GEN/13/09/22 (27)

**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 – DEPUTY DIRECTOR OF PUBLIC HEALTH AND WELLNESS, MINISTRY OF HEALTH AND WELLNESS**

**DATE:** 28th January 2022

Applications are invited from suitably qualified persons to fill the post of **Deputy Director of Public Health and Wellness, Ministry of Health and Wellness.**

1. **ACCOUNTABILITY OBJECTIVE:**

Responsible for supporting the Director of Health and Wellness in providing leadership, strategic direction, oversight, and management over a range of primary healthcare services including Epidemiology, Maternal and Child health, Health Education and Community Participation Bureau (HECOPAB), Mental and Oral health; as well as for organizing, planning, and administering all activities relating to the quality national primary healthcare services.

1. **DIMENSIONS OF POSITION:**
2. **NATURE AND SCOPE:**

The Deputy Director, Public Health and Wellness is required to support the Director across the full range of portfolios and assist in providing expert advice on a wide range of issues relating to the delivery of quality primary healthcare services for the people of Belize. The incumbent supports the Ministry of Health and Wellness and its staff in ensuring that the highest standard of healthcare services are provided within the nation. The Officer must develop and update the National Primary care and Wellness plan and liaises, collaborates, and consults with the divisions across the ministry in ensuring that existing legislations, regulations, standards, protocols, guidelines, policies, and procedures approved by the MoHW are implemented, adhered to, monitored and evaluated to secure the efficient and effective delivery of health services.

The Deputy Director, Public Health and Wellness is tasked with strengthening the ministry’s capacity to prevent, detect and respond to infectious diseases and ensures that the mandatory application of the Belize Health Information System (BHIS) is being utilized to document services provided to the public. The incumbent interacts with key stakeholders including community members to provide them with the opportunity to monitor, assess and participate in the evaluation process of primary health care services. Additionally, the officer must oversee the updating of health services guidelines, protocols, and standard operating procedures and the development of yearly budget for each division.

The incumbent supervises support staff within the ministry and is expected to oversee their development in all the requisite specialist areas. The officer is expected to foster teamwork and display the communication skills required to interact with senior and junior personnel within the Public Service, as well as representatives of outside agencies and organizations.

1. **ANALYSIS OF POSITION**

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

1. **DEVELOPS** and updates a National Primary Care plan and sets short, medium and long-term objectives and targets to be effectively and efficiently met by the Ministry of Health and Wellness; spearheads the preparation of the division’s annual budget for input into the Ministry’s overall budgetary process.
2. **OVERSEES** the planning, implementation and monitoring of services under the Maternal and Child Health Unit, Mental Health, Nutrition, Dental Health and HECOPAB and supports the development of the CQI strategy for maternal and neonatal care.
3. **COLLABORATES** with stakeholders across health sectors to prepare, advertise and incorporate health activities; develops, implements, and monitors the continuous quality improvement (CQI) guidelines for primary health care services ensuring each health facility has a (CQI) team established and functioning**.**
4. **MONITORS** primary healthcare facilities and public healthcare programs to ensure that operational plans and procedures are adhered to and safeguards the maintenance of adequate medical supplies and equipment as needed by health teams.
5. **LEADS** the development and management of the fiscal budget and finances for the operations of all primary health care services and ensures the effective and efficient accounting and financial management.
6. **ENSURES** the necessary medical equipment, pharmaceuticals and medical materials and supplies are available at all level of care to improve maternal health and reduce child mortality, early childhood development and adolescent health.
7. **STRENGTHENS** the ministry’s capacity to prevent, detect and respond to infectious diseases outbreak by ensuring that local health teams work closely with communities for their engagement and empowerment in addressing health issues**.**
8. **ENSURES** the mandatory use of the Belize Health Information System (BHIS) to document services provided to the population at all levels of care; monitors and tracks primary healthcare indicators to guide ministry’s decision making.
9. **UPDATES** health services guidelines, protocols, Standard Operating Procedures (SOP) every three (3) years ensuring that each healthcare facility and staff are trained yearly in the updated changes.
10. **ENSURES** that surveillance systems are in place to monitor health indicators for early detection of potential disease outbreaks and ensures that local teams work closely with community healthcare workers to develop and implement training plans and data collection methods.
11. **ENSURES** that all healthcare facilities and workers possess a valid license to operate and practice in Belize and that local health teams provides healthcare without discrimination and respecting patients right to quality healthcare and dignity.
12. **ENSURES** that each healthcare facility has proper surveillance systems to safeguard staff and clients, adequate list of medical equipment, pharmaceuticals, materials and supplies to facilitate their efficient functioning.
13. **OVERSEES** the administration of the primary health care facilities ensuring the development of succession plans for primary care health professional and develops and implement mechanisms to increase the human resource capacity.
14. **LEADS** the development of the district response plans for natural and man-made disasters, mass casualty, fire, communicable disease outbreaks and oversees their efficient implementation and evaluation; oversees the development and implementation of hospital-based surveillance systems.
15. **SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.

**B. QUALIFICATION AND EXPERIENCE**

Recognized Master’s Degree in Public Health, Medicine, Health Administration, Health Systems/Services Management, Medical Specialty or related field and must be a Registered Medical Practitioner with the Medical Council of Belize. Educational certification in Business Administration would be considered an asset.

**Plus**

At least five (5) years’ post degree experience working at the management level or being in a position of responsible charge in a medium to large scale health care organization or health. Experience supervising and managing professional staff and being a trusted resource as a member of a senior level executive team.

**C. COMPETENCIES/SKILLS**

* Knowledge of existing health legislation established hospital and sector policies, procedures, regulations objectives, and health standards.
* Extensive knowledge of the Belize Constitution (Public Service Regulations), Financial and Stores Orders, and comprehensive knowledge of government and administrative procedures, rules, and regulations with the ability to rapidly understand and implement the requirements of relevant legislation, with proper consideration of the implications and outcomes of such administration.
* Must demonstrate impartiality and clear decisiveness in making decisions, soundness of judgement and clarity in issuing directives.
* Must possess strong analytical and evaluative skills and the ability to identify politically sensitive issues.
* Must be able to communicate effectively both written and orally.
* Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related.

**4.**   **REPORTING RESPONSIBILITY**

The Deputy Director of Public Health and Wellness will report to the Director of Public Health and Wellness, Ministry of Health and Wellness.

**5. SALARY**

 Government Pay Scale 24 of $37,800 x 1480 - $65,920 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, 14th February 2022.**

**ROLANDO ZETINA (MR)**

**CHIEF EXECUTIVE OFFICER**

**c:** *Director, CITO,*

*President, Public Service Union of Belize President,*

*Association of Public Service Senior Managers*