



CIRCULAR MEMORANDUM

NO. 14 OF 2022

MY REF: STAFF/GEN/13/09/22 (26)

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 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 **Director of Public Health and Wellness, Ministry of Health and Wellness**.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for providing leadership, strategic direction, oversight, and management over a range of Primary Health Care 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 primary health care services countrywide.

2. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE:

The Director, Public Health and Wellness is required to provide expert advice on a wide range of issues relating to the delivery of quality primary healthcare services for the people of Belize. As one of the most senior government medical advisors, the incumbent supports the Minister of Health and Wellness and the Chief Executive Officer in ensuring that the highest standard of healthcare services are provided within the nation and is required to respond to both parties, whenever necessary, on matters related to work in progress. The Officer liaises, collaborates, and consults with the Director of Hospital Services, Regional Health Management Teams and various Technical Advisors within the Ministry of Health and Wellness (MoHW) 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 services.

The Director, Public Health and Wellness 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 ensure the preparation of quarterly and annual reports. The incumbent advises on disciplinary matters, appointments, promotions, and other personnel matters regarding all professional and technical staff within the primary health care services.

The incumbent supervises support staff within the Directorate for Public Health and Wellness and is expected to oversee their development in all the requisite specialist areas. In addition, the incumbent 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.

3. **ANALYSIS OF POSITION**

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **PLANS** and sets short and long-term objectives and targets to be met by the Division for its mandate to be carried out effectively and efficiently; spearheads the preparation of the Division's annual budget for input into the Ministry's overall budgetary process.
2. **ADVISES** the Minister and Chief Executive Officer on policy matters of a technical nature, as well as on matters pertaining to public health and related issues for the achievement of the Ministry's goals and objectives.
3. **RENDERS** overall supervision of professional, technical and administrative staff in the department and supports the Regional Health Managers, and other Hospital Administrators in the performance of their duties and responsibilities when requested.
4. **DIRECTS** the implementation of the Continuous Quality Improvement Strategy developed and approved by the MoHW and oversees the development of the various health care provider' annual plans; monitors, measures, supervises and evaluates the implementation of such plans to make sure that they are in line with the national strategic plans.
5. **ADMINISTERS** the delivery primary health care services and ensures that services are delivered in an efficient and customer-oriented focus; participates actively in the tendering committee and tendering process to ensure that.
6. **DIRECTS** 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 for all public health services.
7. **ADMINISTERS** the efficient management of health resources by supervising the receipt, storage and distribution of donations assigned for health care services in liaison with the MoHW Chief Executive Officer and Finance Officer; oversees the development and implementation of a mechanism for the proper management, supervision and preventive maintenance of medical equipment and infrastructure.
8. **ENSURES** the functioning of the district health services team (primary care and hospitals) at local level and that all Public Health employees comply with existing laws, regulations, standards, and policies and procedures set out by MoHW.
9. **INITIATES** research into health problems and ensures that results are applied to solution of problems.
10. **CONDUCTS** environmental rounds with regional health management and hospital team to evaluate health services/care delivery in hospitals and to make sure that environmental standards are maintained in accordance with Public Health Laws.
11. **ENSURES** that district response plans for natural and man-made disasters, mass casualty, fire, communicable disease outbreaks are developed and efficiently implemented and evaluated; oversees the development and implementation of hospital-based surveillance systems.
12. **FACILITATES** the empowerment of patients to actively participate in their recovery and/or maintenance of good health and ensures the continuum of care of patients served using the electronic medical record within the BHIS.
13. **PREPARES** and submits annual plans detailing work for the ensuing month, quarterly reports on work accomplished, or other relevant report to the Chief Executive Officer.
14. **ENSURES** the development and implementation of mechanisms to increase the human resource productivity by making sure that a structured Orientation Program is in place for all new entrants into the Primary Health Care system, and that continuing in-service

education program are developed and efficiently implemented for all existing staff; advises on disciplinary matters, appointments, promotions, and other personnel matters regarding all professional and technical staff in the hospital services.

15. **COLLABORATES** with stakeholders delivering private health care/services to ensure that Public Health Laws are adhered to and with academia in hospital settings on matters pertaining to scholarships, internship, medical school, nursing school and health allied professions, etc.
16. **CONDUCTS** quarterly and annual encounters with regional management teams for monitoring, evaluating and planning purposes and facilitates effective communication between the different levels of care within hospitals.
17. **REPRESENTS** the Ministry on committees, working groups, task forces, etc. and at meetings, national and international conferences, workshops, seminars, and other fora on matters related to the functional areas.
18. **SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate; develops succession planning for primary care professionals.

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 Eight (8) 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 setting. 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 Director of Public Health and Wellness will report to the Chief Executive Officer, Ministry of Health and Wellness

5. SALARY

Government Pay Scale 25 of \$42,862 x 1480 - \$70,982 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