

Opening Date: 14 February 2018
Closing Date: 28 February 2018
Location: Tortola
Vacancy Notice No. 07/2018
Job Classification: Grade 11/12
Ministry/Department/Unit: Ministry of Health and Social Development
Position Details: One year probationary period
 Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$34,634 – \$60,803**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Public Health Officer I/II (Health Surveillance) Government of the Virgin Islands



ROLE SUMMARY	The successful applicant will advise on all matters related to nursing to ensure local standards of nursing education and practice meets international and World Health Organisation standards.
MAIN RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Develops, implements and evaluates social marketing campaigns. 2. Conducts/participates in research and development initiatives which enhance population health service planning and outcomes. 3. Partners and collaborates with other government and non-government agencies to create environments which support healthy populations. 4. Collects health and other data (consolidated in trends) for purposes of monitoring and early warning. 5. Develops contingency and operational plans for prompt response to health alerts. 6. Develops alternative service models to meet changing population health needs. 7. Research, analyse and prepare reports and advice. 8. Makes presentations to other service agencies and the public in order to increase awareness of programme services. 9. Manage and implement essential public health research by developing and maintaining relationships with all reporting sites in order to facilitate timely and accurate reporting and information dissemination. 10. Develop and maintain appropriate reporting, follow up and investigation of communicable, non communicable diseases and events/occurrences in order for actions to be taken to reduce morbidity and mortality levels. 11. Assist in research and data analysis using health and statistical software in order to provide evidence based information. 12. Assist with improving the quality and timeliness of surveillance systems in order to be able to identify disease outbreaks promptly. 13. Assist in training professionals in order to facilitate an increased awareness of the information environment issues. 14. Assist in the development and implementation of disease control activities and programs as well as preparedness and mitigation plans for communicable disease and other health related emergencies or disasters in order to reduce mortality and morbidity levels. 15. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.
BEHAVIOURAL COMPETENCIES	<ol style="list-style-type: none"> 1. Manage your time effectively 2. Provide leadership in your area of responsibility 3. Manage a project 4. Analyze information 5. Lead effective meetings 6. Obtain information for decision making 7. Manage the recording and storage of information
WORKING CONDITIONS/ ENVIRONMENTAL FACTORS	<ul style="list-style-type: none"> ▪ Normal office environment ▪ Fieldwork
MINIMUM QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Public Health, Health Information Management or related field ▪ Three (3) of five (5) years related experience ▪ Good knowledge of Government structure, policies and procedures ▪ Sound knowledge of applicable laws, regulations and policies ▪ Sound knowledge Epidemiology principles ▪ Sound knowledge of Health Information Management ▪ Sound oral and written communication skills ▪ Sound knowledge of the use of standard office equipment and computer applications ▪ Sound analytical and decision-making skills ▪ Sound interpersonal and organisational skills ▪ Ability to work well under pressure

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:
 Department of Human Resources • E-mail hrdbvi@gov.vg

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission
c/o Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: hrdbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.