

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **REGIONAL OFFICE**:

REGIONAL MEDICAL EPIDEMIOLOGIST (HPC/MO4 - Level 17) - *VACANT*

(Salary range \$10,762,500 - \$12,7993,230 per annum and any applicable allowances)

Job Purpose

Under the general direction of the Regional Technical Director, the incumbent has responsibility for:

- Developing and collaborating Regional plans and programmes for preventing, controlling, reducing the incidence of communicable and non-communicable diseases and other health events in the Region;
- Developing and collaborating Regional plans and programmes for Emergency and Disaster management in the Region

Qualifications and Experience

- Registered Medical Practitioner
- PEER Approval
- Current Annual Registration with the Medical Council of Jamaica
- Post Graduate professional Qualification from a recognized institution
- Public Health qualification
- A minimum of five (5) years' working experience

Required Knowledge, Skills & Competencies

- Knowledge of National Health Policy and Service Level Agreement
- Knowledge of the Data Protection Act
- Working knowledge of Epidemiology and Surveillance Methodology
- Excellent knowledge of Research Methodology & Techniques
- Knowledge of Quality Assurance Principles
- Knowledge of Management Principles & Practices
- Knowledge of Hospital & Health care functions and operations
- Knowledge of information and techniques needed to diagnose and treat injuries and diseases
- Medical ethics
- Knowledge of principles, practices and professional standards of medical records management and terminology
- Excellent presentation, written and oral communication skills.
- Excellent research and analytical skills.
- Good problem solving and decision-making skills.
- Strong interpersonal skills.
- Excellent planning and organizing skills.
- Confidentiality

Key responsibilities will include:

Management & Administrative

- Assisting the Regional Technical Director in managing, coordinating and/or integrating at the Regional level all the services relating to the programme
- Ensuring clinical processes are in accordance with laws, policies and standards for quality patient care.
- Monitoring and evaluating implementation of quality assurance programmes;
- Acting as technical adviser on related issues; and
- Maximizing utilization of epidemiology, routine reports, mortality and other available health data to guide decision-making process.
- Within the National guidelines and Ministry of Health Policies, will assist the RTD to stimulate, initiate and direct local determination of needs and to develop programmes and services to meet these needs
- Monitoring performance by compiling relevant data and documenting reports summarizing quality assurance findings.

- Developing and distributing the organization's quality procedures, standards and specifications to ensure quality care to patients.
- Collaborating with the Parish Medical Officers of Health, Senior Medical Officers and Consultants in the development and writing of grant proposals for projects in the Regional Health Authority.
- Arranging for and assisting in the training of Public Health Officers and field staff involved in surveillance, epidemiology and research in the Region
- Providing technical leadership in the development, coordination, implementation and monitoring of Region-wide health related projects.
- Reviewing guidelines, international standards or consensus standards and interpreting their appropriateness for guidance.
- Preparing and assisting with the preparation of operational plans and annual reports.
- Participating in the Human Resource Management process by being involved in the recruitment of technical staff.
- Assuming responsibility for personal professional growth and development through continuing education
- Collaborating in the planning and execution of Technical related surveys and preparing reports for the RTD
- Managing and participating in clinical/technical research activities required by the Regional Health Authority.
- Representing the Regional Health Authority in matters related to epidemiology surveillance and research at national, regional and international meetings/conferences.
- Representing the Regional Health Authority in matters related to emergency and disaster management at National, Regional and International meeting conferences.

Technical

- Ensuring the coordination of services and activities required to implement the National and Regional work plan
- Collaborating in the development of Regional plans and programmes for reducing the incidence of communicable and non-communicable diseases and other health conditions of significance in the Region.
- Ensuring the utilization of epidemiological data to guide the management of health care programmes and health service delivery.
- Collaborating with Researchers, and engaging in health care and epidemiological research designed to improve health care delivery in the Regional Health Authority.
- Ensuring the maintenance and operation of surveillance systems for health events and conditions of significance to the Region, (communicable and non-communicable disease, and cancer registry).
- Ensuring the generation of timely and accurate reports for Regional use and for submission to the Ministry of Health.
- Advising on all matters relating to Epidemiology and Surveillance in the Region and coordinating and implementing outbreak investigations.
- Collaborating with the technical staff in the parishes of the Region in the analysis of health programme indicators and plans and ensure required achievement.
- Collaborating in (a) the design, (b) development and (c) implementation and/or modification of surveillance systems for new/ emerging diseases of health conditions.
- Collaborating with Directors and Programme supervisors to ensure implementation of quality assurance activities and processes and collection of outcome data.
- Reviewing reports prepared from internal and external audits to monitor the quality of care being provided, observing trends and identifying areas where further investigation/ corrective measures may be warranted and make recommendations to the RTD.
- Reviewing and evaluating patients' medical records, applying the Ministry of Health's quality assurance criteria.
- Ensuring through clinical audits that clinical processes for the programme meet minimum international and national standards.
- Collaborating with MIS and Health Records Administrators to ensure the proper functioning of the system for (a) data collection (b) data compilation.
- Reviewing reports prepared from internal and external audits to monitor the quality of care being provided, observe trends and identify areas where further investigation may be warranted and make recommendations.
- Providing guidance to Senior Managers in the Parish Health Departments and Hospitals in planning and implementing Epidemiology/Surveillance programme activities.
- Monitoring and evaluating the implementation of Emergency and Disaster Management programmes for the preparation and activities prior and post mass emergencies and disasters for health institutions within the Regions.
- Collaborating with the Ministry of Health and other stakeholder agencies to implement activities and health interventions during emergencies and disaster situations.
- Evaluating incidents and queries and communicating to the RTD any critical compliance risks noted from quality assurance activities

- Liaising with the Regional Technical Programme Coordinators to develop and utilize appropriate data gathering instruments for monitoring the effectiveness of these programmes.
- Preparing and submitting performance and other reports as required and ensuring the timely submission of all documents/information requested by the RTD
- Participating in the planning process for the Technical Directorate, and providing input to inform policy/guideline formulation or changes in this area.

Applications along with resume should be sent no later than **Tuesday, October 06, 2026** to:

**Senior Director, Corporate Services
Southern Regional Health Authority
3 Brumalia Road
Mandeville.**

E-Mail - jobs@srha.gov.jm

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

****PLEASE QUOTE THE NAME OF THE POSITION IN THE 'SUBJECT LINE' OF YOUR EMAIL****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED