

Opening Date: 2 October 2018
Closing Date: 16 October 2018
Location: Tortola
Vacancy Notice No. 49/2018
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
(Epidemiologist)
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will conduct epidemiologic investigations used in the prevention and control of communicable or chronic diseases, injuries, and other health conditions and in the planning of health programs. Investigations are designed to identify, analyze, and report public health issues and problems, resulting in improved monitoring of health status and its correlates, identification of trends or outbreaks of diseases or other adverse health events, provision of data and information about corrective actions or programs to alleviate adverse health effects, and proposal of practices or policies based on such data and information that will promote and protect public health.

MAIN RESPONSIBILITIES

1. Conduct of Epidemiologic Investigations

- a. Plans and conducts epidemiologic studies and urgent outbreak investigations to address important and practical public health problems and to plan programs.
- b. Participates in the planning of epidemiologic investigations.
- c. Identifies and evaluates a wide range of health conditions within an assigned program area to recognize public health problems pertinent to the population and to determine feasibility and approach to epidemiologic investigation.
- d. Collaborates with supervisor and other senior health professionals in the survey or investigation design process, including conducting a search or review of existing literature and data in a scientific area, determining methodological techniques and processes, and designing questionnaires and other data-collection instruments.
- e. Designs, manipulates, and uses databases for analysis of health problems to assess the potential public health impact.
- f. Conducts epidemiologic outbreak investigations; performs onsite review of facilities and procedures; interviews patients, health-care providers, and others involved; and collects data from local agencies or other health entities.
- g. Performs statistical analyses to interpret and analyse observed health phenomena. In addition to using known techniques for analysing epidemiologic investigation data, adapts or combines a variety of existing statistical methods to fulfil specific project needs.
- h. Designs, manipulates, and utilizes databases for analysis of health problems.
- i. Uses surveillance systems to collect disease or health outcome data.
- j. Generates descriptive analyses of surveillance data for a variety of audiences.

2. Participation in Surveillance Activities

- a. Participates in the designs, management, and use of surveillance systems for diseases of public health importance.
- b. Identifies program surveillance data needs, designs instruments for the collection of surveillance information and data, and implements new or revises existing surveillance systems.
- c. Conducts advanced descriptive and comprehensive analyses (e.g., simple regression, stratified analyses to control for confounding, adjusted odds ratios, and relative risks) of surveillance data for multiple audiences. Reports key findings and performs evaluations of the surveillance system.

3. Provision of Epidemiologic Consultation on Scientific and Technical Issues

- a. Provides scientific advice and technical assistance to various public, private, and non-profit health and health-related government and local agencies and organizations. Advice and assistance relates to epidemiologic expertise in assigned programs or issues where assistance requires the application of established scientific and technical methods and practices.
- b. Serves as a scientific consultant for public health programmes or projects.

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.

4. **Development and Dissemination of Data and Epidemiologic Findings**

- a. Conducts literature reviews for program planning, for preparation of publications, and for evaluation.
- b. Designs and prepares reports from analyses of surveillance data, literature reviews, and other information using behavioural science, demographic and epidemiologic analytic techniques, and evaluation.
- c. Makes oral presentations diverse audiences, both scientific and non-scientific.
- d. Prepares responses to request for information.

5. **Participation in Administrative and Program Projects and Activities** (related to technical, scientific, and programmatic expertise)

- a. Participates in writing grants and other funding proposals and develops requests for proposals and contracts for data analysis and evaluation projects.
- b. Participates on internal and external committees and workgroups related to areas of expertise.
- c. Network with cross-sector specialists and global colleagues to identify where their expertise and experience can benefit or enhance your approach.
- d. Participates in program evaluation, conducts literature review, designs methods, and analyses data to evaluate program progress and effectiveness.
- e. Coordinates the Ministry of Health program planning efforts with respect to surveillance and other epidemiologic data and evaluation.
- f. Develops and conducts training for local staff in the conduct of investigations and appropriate methods of controlling diseases and preventing injuries.

6. **Use Effective Communication Strategies**

- a. Prepare written and oral reports and presentations that communicate necessary information to professional audiences, policy makers, and the general public.
- b. Demonstrate the basic principles of risk communication.
- c. Incorporate interpersonal skills in communication with Government personnel, colleagues, and the public.
- d. Use effective communication technologies.

7. **Integrate Community Dimensions into Epidemiologic Practice**

- a. Provide epidemiologic input into epidemiologic studies, public health programs, and community health planning processes at the government and community level.
- b. Participate in development of community partnerships to support epidemiologic investigations.

8. **Work in a Culturally Competent Manner**

- a. Describe population by race; ethnicity; culture; societal, educational, and professional backgrounds; age; gender; religion; disability; and sexual orientation.
- b. Establish relationships with groups of special concern (e.g., disadvantaged or minority groups, groups subject to health disparities, historically underrepresented groups).
- c. Design surveillance systems to include groups subject to health disparities or other potentially underrepresented groups (using standard categories where available).
- d. Conduct investigations using languages and approaches tailored to the population.
- e. Use standard population categories or subcategories when performing data analysis.
- f. Use knowledge of specific sociocultural factors in the population to interpret findings.
- g. Recommend public health actions that would be relevant to the affected community.

9. **Support Financial and Operational Planning and Management of the Program**

- a. Conduct epidemiologic activities within the financial and operational plan of the Ministry of Health.
- b. Assist in developing a fiscally sound budget that will support the activities defined in the operational plan and is consistent with the financial rules set out by the Ministry of Health.

- c. Implement operational and financial plans.
- d. Assist in preparation of proposals for extramural funding.
- e. Use skills that foster collaborations, strong partnerships, and team-building to accomplish epidemiology program objectives.

10. **Develop and Support Leadership and Systems Thinking**

- a. Support the epidemiologic perspective in the Ministry of Health strategic planning process.
- b. Promote the organization's vision in all programs and activities.
- c. Use performance measures to evaluate and improve epidemiology program effectiveness.
- d. Promote ethical conduct in epidemiologic practice.
- e. Promote workforce development.
- f. Prepare for emergency response.

11. **Bring Epidemiologic Perspective in the Development and Analysis of Public Health Policies**

12. Any other duties that may be assigned by the Medical Officer of Health.

**BEHAVIOURAL
COMPETENCIES**

1. The ability to analyse, summarise and interpret complex epidemiological data.
2. Accuracy and a methodical approach to work.
3. Excellent oral and written communication skills in order to communicate ideas and methods clearly and succinctly.
4. Strong Information Technology skills including statistical software packages such as SAS, STATA OR R
5. The ability to work independently and take responsibility for your own work and time.
6. Effectiveness as a member of a multidisciplinary team.
7. The ability to liaise with a range of health professionals and scientific and industry specialists.
8. Problem-solving skills to identify and find solutions to day-to-day practical problems.
9. Multi-tasking skills when managing a range of varied tasks, while keeping to agreed deadlines.
10. Experience of creating and giving presentations to a varied group of internal and external stakeholders.
11. High levels of numeracy, combined with deep analytical skills.

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment
- Field work required

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- A Master's Degree in Public Health (MPH) or Master's of science degree in Public Health (MSPH) with a focus on epidemiology or analysis and assessment.
- Other non-epidemiology graduate degree or certification (e.g., RN, MD/DO, DDS/DMD, DVM, PhD, RS) with specific epidemiology training (e.g., MPH degree, CDC Epidemic Intelligence Service or CSTE Applied Epidemiology Fellowship)
- At least four (4) years' experience performing epidemiology work under the guidance of a qualified Epidemiologist.
- Incumbent must be willing to receive vaccinations for communicable diseases, as necessary and appropriate.
- Incumbent may be required to gain security clearance with Government and community agencies for emergency preparedness.
- Incumbent may be required to travel.

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
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdemployment@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.