



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Deputy Director

DEPARTMENT: Health Promotion and Advocacy Unit

MINISTRY: Health and Human Services

LOCATION: Providenciales

JOB SUMMARY:

The Deputy Director of the Health Promotion and Advocacy Unit supports the Director in the administration, strategic planning, and implementation of health promotion, education, and advocacy initiatives related to national HIV/AIDS, STI, and NCD programmes. This senior professional role contributes to increasing public awareness, promoting healthy lifestyles, and coordinating national and community-level interventions aimed at improving health and wellness throughout the Turks and Caicos Islands.

TASKS AND RESPONSIBILITIES:

2. Support the coordination and execution of health education programmes addressing communicable and non-communicable diseases based on surveillance data.
3. Collaborate with stakeholders to organize and evaluate public health campaigns and community outreach events.
4. Develop and disseminate culturally relevant health education materials.
5. Assist in applying appropriate health promotion theories and models to campaigns and interventions.
6. Serve as a resource and support person for health education within and beyond the Ministry.
7. Assist the Director in developing and executing unit strategies, policies, and operational plans.
8. Contribute to public policy recommendations related to healthy living and social determinants of health.
9. Advocate for health promotion policies with internal and external stakeholders, including donor agencies and regional health bodies.
10. Participate in the evaluation of HIV/AIDS, STI, and NCD programmes to assess impact and identify areas for improvement.





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11. Contribute to technical reports, documentation, and analysis to support decision-making and resource allocation.
12. Help supervise and mentor unit staff, promoting training, accountability, and adherence to standards.
13. Act as liaison with the media to boost public health messaging.
14. Represent the department at meetings, workshops, and conferences, as delegated by the Director.
15. Provide administrative and logistical support to the National Non-communicable disease and Infectious Disease Committee including secretarial functions as needed.
16. Assist in budget planning, proposal development, and resource mobilization in collaboration with other departments.
17. Participate in grant writing and reporting efforts to support program sustainability.
18. Adhere to all public service codes, rules and regulations

MINIMUM QUALIFICATIONS & EXPERIENCE:

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Qualifications:

- Medical degree, MBBS, MD or equivalent Nurse Practitioner
- A relevant postgraduate qualification e.g. Masters in Sexually Transmitted Infections and HIV.
- Masters of Public Health desirable (MPH) or certification in public health programme components.

Experience:

- This position requires 5-10 years on the job experience to acquire the necessary expertise to respond effectively to the challenges of the function. The experience should include:
 - Epidemiology
 - Management
 - Budgeting
 - Resource management





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- Monitoring and evaluation of health programmes

SALARY:

- Grade 8: **\$73,525.00** per annum plus allowances

Application Procedure:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

