



Position Title: **SENIOR HEALTH PROGRAM OFFICER**

POSITION DETAILS

SALARY GRADE: 18
APPOINTMENT STATUS: N/A (JOB ORDER)
PROFESSIONAL CATEGORY: N/A
OFFICE: POLICY, PLANNING AND EVALUATION TEAM (PPE), HEALTH
TECHNOLOGY ASSESSMENT UNIT (HTAU)

CSC MINIMUM QUALIFICATION STANDARDS

EDUCATION:

- Bachelor's Degree

EXPERIENCE:

- Two (2) years of relevant experience

TRAINING:

- Eight (8) hours of relevant training

ELIGIBILITY:

- N/A

COMPETENCY REQUIREMENTS:

- N/A

JOB DESCRIPTION AND RESPONSIBILITIES

- Conducts scoping reviews for prioritized Transitory Formulary Executive Formulary (TFEC) topics;
- Develops research protocols for the assessment of prioritized TFEC topics as supervised by the HTAC;
- Conducts the assessments;
- Designs surveys, questionnaires, or polls specific to research requirements;
- Organizes and maintains research databases;
- Performs necessary groundwork, consultations or interviews to gather data;
- Generates the HTA reports and evidence summaries for the HTAC Presents assessment findings to HTAC ;
- Delivers frequent progress reports on current assessments;
- Presents generated HTA reports to HTAC;
- Collaborates with the assessment team lead on effective and efficient HTA research methods and processes;
- Supports research communication and dissemination of research findings through the development of publication materials for clinicians, patients and policy-makers; and
- Performs other related tasks that may be assigned from time to time.