



NATIONAL COORDINATOR – THE VITAL REGISTRATION (MORTALITY) VALIDATION STUDY, 2024

The Planning Institute of Jamaica invites applications from suitably qualified candidates to fill the position of National Coordinator on a fixed-term contractual basis.

Job Summary

The National Coordinator will, under the guidance of the Principal Investigator coordinate the day-to-day activities of the Vital Registration (Mortality) Validation Study . The study seeks to assess the quality, completeness and equity of vital registration in Jamaica, including deaths occurring outside health facilities, and to identify barriers to timely certification and registration. The incumbent will oversee field and project activities, coordinate project staff, support data quality assurance and ethical approvals, facilitate stakeholder engagement and Steering Committee activities, and support the preparation and dissemination of project reports and findings.

Key Responsibilities

- Assist with the procurement of goods and equipment to conduct the survey.
- Recruit and train survey field and other staff on project protocols needed to implement the survey.
- Oversee the preparation of data collection instruments.
- Ensure the receipt of the requisite ethical approvals.
- Manage all field and project staff employed for the duration of the study.
- Perform routine audits of data collected in the field.
- Provide updates on field activities at key milestones, including completion of staff training, quarterly Steering Committee meetings, completion of data collection and end of project.
- Oversee the execution of quarterly Steering Committee meetings and follow up on actions arising from such meetings.
- Ensure the submission of interim analyses of survey data, project reports and other updates to organisations providing technical support, and the final technical report.
- Assist with the dissemination of project findings.

Qualification and Experience Required

- Master's degree in Epidemiology, Public Health, the Social Sciences or other relevant field.
- Previously managed or performed a lead role in projects of similar size and scope.
- Five (5) years' experience in clinical, health and social research.
- Demonstrated technical report-writing skills and public presentation skills.

Applications should be submitted no later than October 16, 2026 to:

The Senior Director, Human Resources

Planning Institute of Jamaica

16 Oxford Road

Kingston 5

Fax: 906-5011

Email: vacancies@pioj.gov.jm

Website: www.pioj.gov.jm

We thank all applicants for their expressions of interest; however, only shortlisted applicants will be contacted.