



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

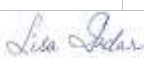

JOB DESCRIPTION

PART A

1 Job Identification

Duration:

- ☐ Limited Duration
☐ Fixed Term

Title	Category	Grade	Duty Station
Epidemiologist - Tourism and Health Program (THP)	P	P3	Trinidad
First Level Supervision	Head - Tourism and Health Program	Second Level Supervision	f/Executive Director
Signature: 	Date: 18/06/2024	Signature: 	Date: 18/06/2024

2 Objective/Overview of the Programme

CARPHA's mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, in order to prevent disease, promote health and to respond to public health emergencies. This allows CARPHA to support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community. CARPHA is currently serving as the Executing Agency for the 11th European Development fund (EDF) Programme of Support for Health Security Strengthening for Prevention and Control of Outbreaks of Communicable Diseases in the Caribbean. The specific objective of this Project is to improve health security in the region, including the detection, surveillance, prevention and control of epidemics of Communicable Diseases in the Caribbean.

3 Organizational Context *(Describe the work environment, the role of the individual within the team –team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.*

The Epidemiologist, Tourism and Health Programme (THP) will support the achievement of the objectives of the 11th EDF Programme of Support for Health Security Strengthening for Prevention and Control of Outbreaks of Communicable Diseases in the Caribbean. Under the supervision of the Head, Tourism and Health Program, the incumbent will provide oversight for implementing the Tourism and Health Information System in the highlighted CARPHA Member States, supporting the full integration of this visitor-based system into the existing national surveillance systems. This incumbent will also provide technical input in the continued development of the Caribbean Traveller's Health Assurance Stamp and the Caribbean Traveller's Health Mobile Application. Results of technical work in this area aids in the monitoring of health status and its correlation, identification of trends or disease outbreaks or other adverse health events and providing data and information about corrective actions or programs to promote and protect public health.


4 Summary of Responsibilities

1. Support the expansion of the implementation of the Tourism Health Information System (THiS) visitor-based surveillance system and guidelines, tourism and health program and full integration of visitor/tourism -based surveillance into the overall health surveillance systems and national health strategies in around 12 tourism-dependent Caribbean countries (Bahamas, Barbados, Belize, Guyana, Jamaica, Trinidad and Tobago, Turks and Caicos Islands, Anguilla, Antigua and Barbuda, British Virgin Islands, Montserrat, and St Kitts and Nevis).
2. Provides monthly epidemiological and implementation updates and other relevant reports.
3. Conducts training to facilitate the implementation of the THiS and regional guidelines and standards.
4. Coordinates quarterly teleconferences with country steering committees, including addition of hotels to the system, and updates the Member State's THP action plan and conducts necessary follow up accordingly.
5. Advises the Project Coordinator on project-related operational planning and funding, policy matters and service delivery issues.

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Description and Classification approval

Signature
Title


f/Executive Director

Date 18/06/2024

PART B**KEY BEHAVIOURAL COMPETENCIES****List and describe, in order of priority, essential competencies to perform the job**

5	Leadership and Managing Public Health Organization and Practice	<ol style="list-style-type: none"> 1. Practices the principles of effective leadership and communication for Operational Management and organizational development. 2. Demonstrates effective day-to-day operational leadership of a team. 3. Applies project management methods in the design, implement, and monitoring of projects and proposals. 4. Develops human resources under their supervision through mentorship, knowledge transfer activities, performance-based management, and lifelong learning. 5. Manages and coordinates mechanisms and partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors and disciplines to promote improvement of public health. 6. Understands business-process re-engineering for public health, including incorporating Health and other health technologies to improve organizational efficiency and public health effectiveness. 7. Demonstrates continuous quality improvement of critical functions such as public health surveillance and control systems to address new, emerging and re-emerging diseases and, and public health threats. 8. Demonstrates leadership and management of public health systems in alignment with transnational influences such as the 2030 Agenda for Sustainable Development, the International Health Regulations 2005, the Innovative Care for Chronic Conditions Framework, and the Astana Declaration of 2018. 9. Demonstrates ethical practice of public health.
	Communications for Public Health	<ol style="list-style-type: none"> 1. Manages, analyses and communicates health information to regional stakeholders. 2. Practices communicating epidemiological evidence, to the spectrum of public health actors within and among CARPHA member states, and among global actors to strengthen and support local, regional and global responses to public health risks, threats, and events. 3. Demonstrates proficiency in effective communication with the local, regional and global media, including the use of social media networks.
	Evidence-Based Policy and Planning, Regulation and Control	<ol style="list-style-type: none"> 1. Proficiency in the generation of evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups. 2. Proficiency in the development and application of quantitative and qualitative research methodologies. 3. Proficiency in the design and execution of health situation analysis of populations. 4. Proficiency in the design and execution of health needs assessments of populations including the application of methods such as the Halon Method of prioritization. 5. Supports the design and implementation of health information systems, including critical components such as public health surveillance and control systems to address new, emerging and re-emerging diseases and public threats. 6. Proficiency in the application and conduct of health-scenarios planning, including the incorporation of impact assessment of bilateral and multilateral agreements, to public health decision-making. 7. Proficiency in the application of strategic planning methods and the development and execution of strategic plans. 8. Proficiency in the conduct of impact-evaluation of population-level intervention and health service performance.
	Public Health Emergency Preparedness, Mitigation, and Response	<ol style="list-style-type: none"> 1. Participates as a responder to public health emergencies, assists in the preparedness of plans, including the use of best-practice tools to conduct hazard and vulnerability assessments, mitigation and continuity of business planning. 2. Supports health-sector responses to public health emergencies, including establishment and management of emergency operations centres, incident command and control and emergency management teams. 3. Supports a multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization.
	Caribbean Context and Small-Island Developing States	<ol style="list-style-type: none"> 1. Proficiency in developing and implementing population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS). 2. Develops and adapts relevant models of population-based, health security interventions targeting the built, natural, social and behavioural dimensions of environmental health to the Caribbean context. 3. Adapts best-practice interventions targeting the social determinants of health in the Caribbean context. 4. Implements cultural competency approaches to the practice of public health in the Caribbean. 5. Understands whole-of-government and whole-of-society approaches to improve public health within the Caribbean. 6. Proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states.

PART B**KEY BEHAVIOURAL COMPETENCIES****List and describe, in order of priority, essential competencies to perform the job**Health Economics and
Public Health Financing

1. Actively participates in the development of programmatic and organizational budgets.
2. Manages programmes within current and forecasted budget constraints.
3. Utilises proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making.
4. Participates in the mobilisation and channeling of funds from international and global health programs, and mobilisation of funds through novel financing mechanisms such as social/health impact bonds to improve public health.

6**Technical Expertise** (*List and describe, in order of priority, the abilities required to perform the job*).

- Management of Projects - Design, execution, monitoring and evaluation of projects, etc.
- Epidemiological Concepts - Specialist knowledge concerning statistical techniques and epidemiology acquired through post graduate diploma level qualification or equivalent experience.
- Statistical Concepts - Highly numerate and familiar with standard epidemiological, surveillance and statistical concepts
- Data Analysis - Skills and experience of analysis and interpretation of data using software packages (example: SPSS)
- Results Oriented - Plans for the achievement of results and is guided by the project indicators.
- Optimal Management of Resources - Manages scarce resources skillfully and seeks to obtain the best value for money.
- Leadership – Facilitates capacity building of the team members to help develop their skills and abilities.
- Working in Teams - Promotes close collaboration with other people/agencies for the achievement of the objectives of the Project, contributes to consensus-building, participates actively in meetings, shares information with others and creates a pleasant work environment.
- Negotiation Skills - Seeks alternatives with a view to reaching agreements and building consensus.
- Problem Solving - Resolves unexpected situations and contributes positively to improving situations that arise.
- Pro-activity - Anticipates challenges/problems, puts measures in place to mitigate challenges/problems and creates new opportunities for advancing the project.
- Tolerance of stress - Has the capacity to work under pressure and to prioritize demands of the project.
- Communication - Strong oral and written communication skills. The Epidemiologist can prepare and deliver multimedia presentations and prepare technical reports.
- Professionalism – Maintains a professional disposition and work environment conducive to efficient performance, cooperation and teamwork.

7**Education (Qualifications)****Qualifications:** At least an MPH with emphasis on epidemiology, health management or other similar qualification.**Specializations:** Project Management or Management Studies would be an asset.**8****Experience**

Minimum 5 years experience in a related field. Experience at a regional/international organisation will be an asset.

9**Languages**

Excellent knowledge of English. Working knowledge in Spanish or French would be an asset.

10**IT Skills**

Proficient in the use of a computer with knowledge of windows-based applications, e.g. Microsoft Office (Word, Excel, PowerPoint etc.) and Outlook.

Proficient in the use of a variety of database tools, spreadsheets and presentation software. Ability to manage the use of web conferencing platforms such as Zoom, Webex, Go to Meetings etc.

Summary of Responsibilities (cont'd)

6. Ensures timely submission of all Project work plans, budgets, periodic evaluations and reports according to donor formats as required.
7. Prepares regular Project updates, summaries, press releases and other relevant dissemination materials.
8. Cooperates and collaborates with staff of other departments to achieve efficient coordination of activities, and efficient and systematic utilization of resources.
9. Coordinates the alignment of the Project activities with those of CARPHA and as far as possible with other agencies working in the same domain (surveillance, environmental health & sustainable development, capacity building for health information systems).

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.