



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration:

- Limited Duration
 Fixed Term

Title	Category	Grade	Duty Station
Administrator	P	P1	Jamaica
First Level Supervision	Head – Medicines Quality Control and Surveillance Department (MQCSD)	Second Level Supervision	Assistant Director – Surveillance, Disease Prevention & Control
Signature:	Date: September 8, 2021	Signature:	Date: September 8, 2021

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. To support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community.

3 Organizational Context *(Job summary, the role of the individual within the team e.g. 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.*

To manage the administrative, maintenance and support activities of the CARPHA Medicines Quality Control and Surveillance Department. The incumbent is responsible for oversight of the daily administrative activities of the Department.

4 Summary of Responsibilities

Under the direct supervision of the Head of MQCSD, the incumbent is responsible for the following duties:

1. Provide administrative services to the Department including proper maintenance of administrative records and any other matters including but not limited to preparation of travel documentation.
2. Act as HR focal point to provide support and coordination for HR activities including recruitment and selection, orientation, coordination of staff development activities, advising on the application of regulations and rules governing the conditions of service of the staff and facilitating the administration of the performance appraisal system.
3. Ensure the security and maintenance of the Department's facilities including the annual building maintenance and maintenance of appropriate inventories of all furniture and equipment including liaising with CARPHA Facilities Manager to ensure annual renewal of insurance for instruments and equipment.
4. In collaboration with the Finance department at Headquarters, effectively manage the CARPHA system of accounting for the funds provided for the unit's operations ensuring that all transactions are dealt with in a timely manner and in accordance with CARPHA's Financial Regulations, including the recording of transactions in the accounting system.
5. In collaboration with Procurement department, ensure that all items procured are done in accordance with CARPHA's or the applicable Donor's procurement procedures. Procure according to CARPHA procedures, within budgetary allocations, applicable goods, equipment and services necessary for the efficient execution of the Department's work programme.
6. Manage Petty Cash and maintain accurate records.
7. Provide support in the preparation of annual budgets for the department and CARPHA as a whole.
8. Supervise activities of the Office Attendant.
9. Support CARPHA Finance Department in submission of necessary financial documentation as requested for annual audits.
10. Oversee implementation and execution of the quality management system (QMS) of CARPHA MQCSD in non-technical activities as applicable and verify compliance to the QMS by the Office Attendant.
11. Ensure timely payment of relevant taxes for the Department and renewal of Tax Compliance Certificates with the Tax Administration of Jamaica.

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Description and Classification approval

Signature
Title

Executive Director - CARPHA

Date September 8, 2021

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 good communication internally and externally and actively participates in organizational development. 2. Works as part of a team, supports colleagues in the achievement of the organization objectives. 3. Understands project management techniques and adheres to the Standard Operating principles governing the monitoring of projects. 4. Supports knowledge transfer activities and results-based activities 5. Understands the importance of partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors. 6. Understands the importance of business-process re-engineering for public health, including incorporating Health and other health technologies to improve organizational efficiency and public health effectiveness. 7. Practices continuous improvement.
	Communications for Public Health	<ol style="list-style-type: none"> 1. Understands the importance of the role health information plays in the region. 2. Understands the importance that epidemiological evidence plays in supporting 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. Supports others in the 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. Understands and supports others in producing evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups. 2. Understands the role of quantitative and qualitative research methodologies. 3. Understands the need for application of methods such as the Halon Method of prioritization. 4. Supports the 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. 5. Supports others 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. 6. Supports others in the application of strategic planning methods and the development and execution of strategic plans. 7. Supports others 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. Supports 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. Provides support during public health emergencies, including to emergency operations centres, incident command and control and emergency management teams. 3. Understands the importance of 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. Supports others in the implementation of population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS). 2. Understands the importance of best-practice interventions targeting the social determinants of health in the Caribbean context. 3. Supports others in the implementation of cultural approaches to public health in the Caribbean.
	Health Economics and Public Health Financing	<ol style="list-style-type: none"> 1. Supports others in the development of programmatic and organizational budgets. 2. Ensures adherence to programmes within current and forecasted budget constraints. 3. Practices cost-effectiveness, cost benefit, and cost-utility in day to day operations. 4. Understands the importance of mobilizing funds from international and global health programs, and mobilization 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*).

- Ability to mobilize resources by initiating, developing, maintaining and leveraging partnerships with key stakeholders and international partners.
- Ability to effectively promote and articulate the Agency’s role, function, programmes and initiatives in regional and international circles through the consistent application of communication policies and strategies.
- Skills in supervisory management.
- Ability to write/originate correspondence and reports.
- Proficiency in Microsoft Applications e.g. Word, Excel, PowerPoint.
- Ability to manage administrative processes.
- Ability to work well with persons of all nationalities and orientations.

7

Education (Qualifications)

Bachelor’s degree in social sciences with training in finance and office administration.

8

Experience

Minimum of 1-year administrative experience in international or regional organization at senior level.

9

Languages

Excellent knowledge of English. Working knowledge of French is desirable.

10

IT Skills

Demonstrated ability to effectively use a computer and utilize software programmes such as Microsoft Office applications.

Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Microsoft Teams, Webex, GoTo Meetings etc.

SUMMARY OF RESPONSIBILITIES (Cont’d)

12. Operationalize the Business Continuity Plan of the Unit and update as necessary in collaboration with Health, Safety & Security Officer at Headquarters.
13. Dispatch certificates of analysis to customers.
14. Promote and demonstrate exceptional customer care with all stakeholders (internal & external).

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 your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.