



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration: Limited Duration
 Fixed Term

Title	Category	Grade	Duty Station
Head - Chronic Disease and Injury (CDI)	P	P5	Trinidad
First Level Supervision	Director – Surveillance, Disease Prevention & Control		Second Level Supervision
			Executive Director
Signature: <i>Lisa Sedar</i>	Date: 20/10/2022	Signature: <i>Joy St John</i>	Date: 20/10/2022

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 *(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.*

Under the direct supervision of the Director – Surveillance, Disease Prevention & Control, this position manages the operations of the Department of Chronic Disease and Injury (CDI) which covers Non-Communicable Diseases (NCD) and Nutrition. The Head CDI adapts an agency-wide integrated approach to planning and implementation of policies and programs to prevent and control of CDIs; participates in the development of strategies for the provision of epidemiologic, technical, information and training services to CARPHA Member States (CMSs); ensures the key linkage between the Department of CDI and other departments and units; advises the Director - Surveillance Disease Prevention and Control and other relevant staff on appropriate technical matters; and ensures the technical quality and relevance of departmental outputs. The position also oversees the monitoring and evaluation of the performance and development of personnel within the CDI Department and is a member of the Departmental Management Team (DMT).

4 Summary of Responsibilities *(may continue on separate sheet if necessary)*

1. Provides technical and managerial leadership to departmental staff, managing the day-to-day activities and promoting communication and collaboration within the CDI Department and across all Departments in the Division and beyond;
2. Facilitates the development and implementation of the relevant strategies and work plans while promoting collaboration and coordination, and ensuring the monitoring and evaluation of related activities;
3. Provides technical guidance and oversight for the establishment and operationalization of regional NCD and Nutrition surveillance system, (inclusive of cancer registry and surveillance);
4. Promotes the generation of guidelines and evidence on non-communicable diseases and their risk factors, economic dimensions of NCDs as well as co-morbidities and contribute to informed policy decisions by CMSs and provide cutting edge policy advice (e.g 6-point policy package) including for intersectoral actions.
5. Provides technical advice to support improvement in information systems for non-communicable diseases and the monitoring of progress towards the Port of Spain Declaration, Caribbean Co-operation in Health Phase IV and the Sustainable Development Goals 2030;
6. Provides technical guidance for improving nutrition, healthy lifestyles and environments throughout the life course, including coordinating the Caribbean Moves initiative;

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Description and Classification approval

Signature *Joy St John*
 Title **Executive Director**

Date 20/10/2022

PART B

KEY BEHAVIOURAL COMPETENCIES

List and describe, in order of priority, essential competencies to perform the job

<p>5</p>	<p>Leadership and Managing Public Health Organization and Practice</p>	<ol style="list-style-type: none"> 1. Demonstrates excellence in effective leadership and communication for strategic visioning and organisational development. 2. Demonstrates excellence in effective day-to-day operational leadership of a team. 3. Demonstrates excellence in the application of project management methods to design, implement, and monitoring as well as evaluate population-level public health interventions aimed at realising health in all policies. 4. Demonstrates excellence in developing human resources for health through mentorship, knowledge transfer activities, performance-based management, and lifelong learning for the workforce and key actors. 5. Demonstrates excellence in establishing and managing coordination mechanisms and strategic partnerships such as transnational advocacy networks, laboratory networks, and communities of practice with key sectors and disciplines to promote improvement of public health. 6. Demonstrates excellence in business-process re-engineering for public health, including incorporating Health and other health technologies to improve organisational efficiency and public health effectiveness. 7. Demonstrates excellence in continuous quality improvement of critical functions such as public health surveillance and control systems to address new, emerging and re-emerging diseases, and public health threats. 8. Demonstrates excellence in strengthening 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 excellence in the ethical practice of public health.
	<p>Communications for Public Health</p>	<ol style="list-style-type: none"> 1. Demonstrates excellence in application of methodologies, technologies and good practices for the management, analysis, and communication of health information. 2. Demonstrates excellence in 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.
	<p>Evidence-Based Policy and Planning, Regulation and Control</p>	<ol style="list-style-type: none"> 1. High 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. High proficiency in the development and application of quantitative and qualitative research methodologies. 3. High proficiency in the design and execution of health situation analysis of populations. 4. High 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. Demonstrates excellence in 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. High 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. High proficiency in the application of strategic planning methods and the development and execution of strategic plans. 8. High proficiency in the conduct of impact-evaluation of population-level intervention and health service performance.
	<p>Public Health Emergency Preparedness, Mitigation, and Response</p>	<ol style="list-style-type: none"> 1. Demonstrates excellence in the development of public health emergency preparedness and management plans, including the use of best-practice tools to conduct hazard and vulnerability assessments, mitigation and continuity of business planning. 2. Demonstrates excellence in supporting health-sector responses to public health emergencies, including establishment and management of emergency operations centres, incident command and control and emergency management teams. 3. Demonstrates excellence in supporting a multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization.
	<p>Caribbean Context and Small-Island Developing States</p>	<ol style="list-style-type: none"> 1. High proficiency in developing and implementing population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS). 2. Demonstrates excellence in developing and adapting relevant models of population-based, health security interventions targeting the built, natural, social and behavioural dimensions of environmental health to the Caribbean context.

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

	<ol style="list-style-type: none"> 3. Demonstrates excellence in developing and adapting best-practice interventions targeting the social determinants of health in the Caribbean context. 4. Demonstrates excellence in implementing cultural competency approaches to the practice of public health in the Caribbean. 5. Demonstrates excellence in the use of whole-of-government and whole-of-society approaches to improve public health within the Caribbean. 6. High proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states.
Health Economics and Public Health Financing	<ol style="list-style-type: none"> 1. Demonstrates excellence in the development of programmatic and organisational budgets. 2. Demonstrates excellence in the operation and management of programmes within current and forecasted budget constraints. 3. Utilizes high proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making. 4. Demonstrates excellence in the mobilisation and channelling of 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).*

- In depth knowledge of public health issues and trends, epidemiological theory, principles and practices in relation to NCDs.
- Knowledge of the situation in the Caribbean with regard to non-communicable diseases and their risk factors, with good understanding of the regions needs and priorities, issues and policies in various aspects of non-communicable disease burden.
- Excellent applied epidemiology skills
- Ability to work under pressure and to tight deadlines.
- Strong analytical and systems-thinking skills.
- Public health leadership skills with demonstrated ability to work effectively with governments and colleagues in a team setting
- Demonstrable ability to think strategically, to set direction and apply a results-based approach.
- Modern management skills (including performance measurement, team management, budgeting, planning and evaluation).
- Demonstrable experience of collaborative research as evidenced by peer-reviewed publications
- Able to effectively mentor and develop staff.
- Ability to build and maintain relations and networks in an increasingly complex environment
- Previous experience of working in an Emergency Operations Centre
- Knowledge of public health issues and trends in the Caribbean.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Excellent proposal development skills.
- Ability to work as a team member and exercise tact and discretion at all times

7 Education (Qualifications)

Essential: A medical degree from a recognized University and a Master's Degree in a public health or social sciences discipline.
Desirable: Highly relevant specialist knowledge or expertise acquired through experiential learning or postgraduate/professional qualifications in non-communicable diseases, business administration, social sciences, health systems or related disciplines.

8 Experience

Essential: At least 10 years of professional experience with progressive responsibility in public health and non-communicable diseases as well as in capacity building, evidence generation and evaluation.
Desirable: Experience of working in the Caribbean. Experience of management of staff, work teams and projects. Publications in internationally recognized peer-reviewed journals.

9 Languages

Excellent knowledge of written and spoken English. Ability to communicate in French and Dutch is desirable.

10 IT Skills

Proficient in the use of a variety of database tools, spreadsheets, word processing and presentation software (e.g. Microsoft Office) and retrieving information through the internet. Ability to use statistical software and epidemiological packages (for example: SAS, SPSS, STATA, EPI INFO) and GIS/mapping software desirable

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

DUTIES & RESPONSIBILITIES (Cont'd)

7. Provides specialist technical expertise and support for the development and adaptation to the regional context of relevant normative materials (including the production and/or adaptation of reports, guidelines, SOPs);
8. Advises on strengthening and integrating relevant regional institutions e.g. the engagement of CARICOM, CARDI, CROSQ, CAHFSA innovative private sector and civil society engagement models, research and innovations in the policy prevention, diagnosis, treatment and care of NCDs within an ethical framework;
9. Liaises and coordinates with concerned units/departments of CARPHA, PAHO, WHO and with academic, donor and development partners to harmonize recommendations on policies and strategies related to NCDs and comorbidities area, advocate for intersectoral actions and monitoring of Universal Health Coverage post-2015 and NCD Global Monitoring Framework;
10. Contributes to the external relationships, representation, communication, resource mobilization & partnership and advocacy work of CARPHA including negotiations on CDI related projects (Agence Francaise de Developpment; European Union);
11. Coordinates/develops surveillance strategy of NCDs and Injuries and Nutrition, inclusive of Mental Health and the necessary related assessment of national capacity and key regional stakeholders;
12. Contributes to the management of CARPHA's knowledge and advises on matters regarding NCDs and Nutrition (such as cardiovascular disease, cancers, diabetes, injuries and violence, mental health and disabilities) and comorbidities;
13. Establishes and strengthens networks of diverse technical partnerships and collaborates fully within CARPHA and across technical teams, with external agencies, academia, the private sector and international agencies;
14. Ensure technical quality and relevance of contractual engagements with partners and institutions, make recommendations to supervisors regarding CARPHA's role;
15. Contribute to evaluating the impact of CARPHA's collaboration with CMSs (aggregated and area specific) and to developing evaluation tools (e.g. defining the necessary performance indicators);
16. Works to identify key gaps and needs in the HI&DA area and help build the national capacity of CMCs and key stakeholders, including the development and delivery of training programmes, particularly those that address new and emerging public health priorities;
17. Promotes, initiates, leads, conducts, coordinates and supports original research and audit processes as required and collaborates on relevant projects both internally and externally;
18. Develops and maintains own skills and knowledge as part of continuing professional development;
19. Provide overall direction to assigned staff, monitor and oversee progress, provide guidance, evaluate performance and implement appropriate programmes for the development of staff within the CDI Department, and take timely action to ensure achievement of desired objectives;
20. Participates in the development and preparation of regular updates, administrative and technical reports, conference abstracts, presentations, press releases and other relevant materials including communication tools such as situation reports, briefing notes and on-line resources to share and communicate with a range of internal and external stakeholders;
21. Coordinates and supports relevant operational research in NCDs, Nutrition and Injuries;

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.