



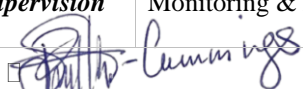

# CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

## JOB DESCRIPTION

### PART A

#### 1 Job Identification

Duration:  Limited Duration  
 Fixed Term

Title	Category	Grade	Duty Station
Monitoring & Evaluation Assistant	G	G4	Trinidad
<i>First Level Supervision</i>	Monitoring & Evaluation Specialist	<i>Second Level Supervision</i>	Director, Surveillance, Disease Prevention and Control
Signature: 	Date: 19/10/2022	Signature: 	Date: 19/10/2022

#### 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 (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.

Under the direct supervision of the Monitoring and Evaluation Specialist, the position of Monitoring and Evaluation (M&E) Assistant will be responsible for providing provide support to the Monitoring and Evaluation Specialist with day-to-day M&E tasks to support project planning, coordination, implementation and reporting.

#### 4 Summary of Responsibilities

##### *Programme Planning, Coordination, Implementation and Reporting*

- Support the planning, coordination, execution and management of the monitoring and evaluation networks including the Caribbean Monitoring and Evaluation Technical Working Group-Health, Caribbean Monitoring and Evaluation Network-Health and the Monitoring and Evaluation Forum.
- Assist with the generation of regional and country-specific reports aligned to the respective needs and priorities.
- Assist with the conduct of thematic and systematic programme reviews to foster a culture of data use, capacity development, learning, and improved performance to achieve better results.
- Support the development and implementation of monitoring and evaluation tools and products.
- Support the Monitoring and Evaluation Specialist with ensuring compliance with the rules and regulations for CARPHA and other International Developmental Partners (IDPs), for efficient implementation.
- Assist the with the planning, implementation and reporting on project activities, regional and global targets.
- Assist the implementation and monitoring of activities to advance the M&E initiatives of CARPHA in keeping with the principles of Results Based Management.
- Assist with the management of the CARPHA Repository to support the updating and management of relevant datasets, M&E Forum and M&E repository.
- Assist the Monitoring and Evaluation Specialist with the planning, coordination, and implementation of national and regional meetings.
- Collect data on a regular basis to measure achievements against the performance indicators and to support claims of achievement of the results as outlined in the regional strategies.
- Provide timely inputs for the development of monthly, quarterly and annual reports on status of the achievement of output level indicators and annual report on progress towards the achievement of outcomes – aggregated results.
- Support the identification and collection of relevant information for the development of best practices, lessons learned and success stories to capture the qualitative outputs of the project.

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.

#### Description and Classification approval

Signature  
Title

  
Executive Director - CARPHA

19/10/2022  
Date

**PART B**

**KEY BEHAVIOURAL COMPETENCIES**

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

<b>5</b>	Leadership and Managing Public Health Organization and Practice	<ol style="list-style-type: none"> <li>1. Practices good communication internally and externally and actively participates in organizational development.</li> <li>2. Works as part of a team, supports colleagues in the achievement of the organization objectives.</li> <li>3. Understands project management techniques and adheres to the Standard Operating principles governing the monitoring of projects.</li> <li>4. Supports knowledge transfer activities and results-based activities.</li> <li>5. Understands the importance of partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors.</li> <li>6. Understands the importance of business-process re-engineering for public health, including incorporating mHealth and other health technologies to improve organizational efficiency and public health effectiveness.</li> <li>7. Practices continuous improvement.</li> </ol>
	Communications for Public Health	<ol style="list-style-type: none"> <li>1. Understands the importance of the role health information plays in the region.</li> <li>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.</li> <li>3. Supports others in the effective communication with the local, regional and global media, including the use of social media networks.</li> </ol>
	Evidence-Based Policy and Planning, Regulation and Control	<ol style="list-style-type: none"> <li>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.</li> <li>2. Understands the role of quantitative and qualitative research methodologies.</li> <li>3. Understands the need for application of methods such as the Halon Method of prioritization.</li> <li>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.</li> <li>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.</li> <li>6. Supports others in the application of strategic planning methods and the development and execution of strategic plans.</li> <li>7. Supports others in the conduct of impact-evaluation of population-level intervention and health service performance.</li> </ol>
	Public Health Emergency Preparedness, Mitigation, and Response	<ol style="list-style-type: none"> <li>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.</li> <li>2. Provides support during public health emergencies, including to emergency operations centres, incident command and control and emergency management teams.</li> <li>3. Understands the importance of multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization.</li> </ol>
	Caribbean Context and Small-Island Developing States	<ol style="list-style-type: none"> <li>1. Supports others in the implementation of population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS).</li> <li>2. Understands the importance of best-practice interventions targeting the social determinants of health in the Caribbean context.</li> <li>3. Supports others in the implementation of cultural approaches to public health in the Caribbean.</li> </ol>
	Health Economics and Public Health Financing	<ol style="list-style-type: none"> <li>1. Supports others in the development of programmatic and organizational budgets.</li> <li>2. Ensures adherence to programmes within current and forecasted budget constraints.</li> <li>3. Practices cost-effectiveness, cost benefit, and cost-utility in day to day operations.</li> <li>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.</li> </ol>

<b>6</b>	<b>Technical Expertise</b> <i>(List and describe, in order of priority, the abilities required to perform the job).</i>
	<ul style="list-style-type: none"> <li>• Ability to comfortably multitask.</li> <li>• Ability to adjust to changing priorities within demanding timeframes.</li> <li>• Excellent interpersonal, oral and written communication and negotiation skills.</li> <li>• Highly organized and ability to work on own or with a team.</li> </ul>
<b>7</b>	<b>Education (Qualifications)</b>
	<ul style="list-style-type: none"> <li>• Undergraduate Degree or diploma in Business Management/Business Administration or a related field study</li> <li>• Training in Monitoring and Evaluation preferred.</li> </ul>
<b>8</b>	<b>Experience</b>
	<ul style="list-style-type: none"> <li>• A minimum of two (2) years' experience in administration.</li> <li>• At least one (1) year experience in a monitoring and evaluation environment.</li> <li>• Experience in the planning, coordination, implementation and reporting on national and regional stakeholder meetings.</li> <li>• Experience in providing support with the development of monitoring and evaluation tools.</li> <li>• Experience in supporting the implementation of monitoring and evaluation activities in keeping with the principles of Results Based Management.</li> </ul>
<b>9</b>	<b>Languages</b>
	<ul style="list-style-type: none"> <li>• Excellent knowledge of English with a working knowledge of Spanish and/or French will be an asset.</li> </ul>
<b>10</b>	<b>IT Skills</b>
	<ul style="list-style-type: none"> <li>• 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. Demonstrated ability to manage the use of web conferencing platforms such as Zoom, WebEx, GoTo Meetings etc. Other IT skills and knowledge would be an asset.</li> </ul>