



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION



PART A

1 Job Identification

Duration:

Limited Duration

Fixed Term

Title	Category	Grade	Duty Station
Senior Technical Officer (Food Security and Nutrition)	P	P4	Trinidad
<i>First Level Supervision</i>	Head – Chronic Disease and Injury (CDI)	<i>Second Level Supervision</i>	Director – Surveillance, Disease Prevention & Control
Signature: 	Date: February 2, 2022	Signature: 	Date: February 2, 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 Head of Department, Chronic Disease and Injury and in close collaboration with other CARPHA Departments and adopting the health through the life course approach the post holder will provide technical advice and support to help CARPHA Member States (CMS) to better address the changing demographic and epidemiological situation and social determinants of health, develop multisectoral integrated approaches and interventions and improve health services in nutrition (including undernutrition and overnutrition), throughout the life course, by promoting evidence-based strategies and interventions in the area of nutrition and further develop mechanisms to measure the impact of those strategies on health outcomes and the move towards Universal Health Coverage.

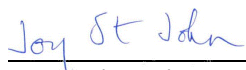
4 Summary of Responsibilities *(may continue on separate sheet if necessary)*

1. Provide expert technical support in the area of food and nutrition to CARPHA, CMS and others, on the development and implementation of relevant work plans and supports the monitoring and evaluation of related activities.
2. Coordinate the development of a CARPHA specific strategy in the area of food and nutrition with a view to promoting multisectoral approaches focusing on the implementation of initiatives that are a priority for CARPHA and CMS.
3. Lead the development of evidence-based knowledge in the area of food and nutrition including integrated food and nutrition surveillance system. Contributes to the compilation and analyses of existing evidence and data and to the preparation and conduct of selected key research and studies on food and nutrition issues and related policies and interventions in the move towards Universal Health Coverage. Build up knowledge on the social determinants of malnutrition and other nutrition issues through the life course.
4. Contribute to the evaluation of the health and social impact of food and nutrition policies and activities and to the development of evaluation tools.

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Description and Classification approval

Signature
Title


Executive Director

Date

February 2, 2022

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. 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.
	Communications for Public Health	<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.
	Evidence-Based Policy and Planning, Regulation and Control	<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.
	Public Health Emergency Preparedness, Mitigation, and Response	<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.
	Caribbean Context and Small-Island Developing States	<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 mobilization and channelling 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*).

- Ability to mobilize resources by initiating, developing, maintaining and leveraging partnerships with key stakeholders and communities.
- Ability to successfully apply the Agency's communication policies and strategies in interactions with key stakeholders in member states and international partners.
- Demonstrates a commitment to efficient and effective response to member states in emergency situations.
- Thorough knowledge of the situation in the Caribbean with regard to food and nutrition security
- Good understanding of CMS needs and priorities, of issues and policies in various aspects of food and nutrition security, of main stakeholders and actors involved in this area.
- Good knowledge of the international situation and policies in the area of food and nutrition and in the strategies and programmes of various international agencies.
- Sound technical and policy advisory skills.
- Experience of building networks and relationships with stakeholders and contributing to key strategies
- Knowledge of public health issues and trends, particularly in the Caribbean
- Ability to work under pressure and to tight deadlines.
- Experience and demonstrated success in planning, undertaking and managing projects
- Excellent interpersonal, oral and written communication and negotiation skills.
- Excellent proposal development skills.
- Good leadership and mentoring skills.
- Ability to work as a team member and exercise tact and discretion at all times.

7 Education (Qualifications)

Essential: Master's degree in Nutrition, plus a Master in Public Health or related field.

Desirable: Highly relevant specialist knowledge or expertise acquired through experiential learning or postgraduate/professional qualifications in public health nutrition, community nutrition, health policy, and delivery of nutrition and dietetic services. Special consideration will be given to candidates with certification and experience in Project Management.

8 Experience

Essential: At least seven years' experience in the development, implementation and assessment of food and nutrition programmes. Experience of providing policy advice, strategic planning, project management and capacity building through training and/or research.

Desirable: Experience of working in the Caribbean. Experience and aptitude to mentor staff.

9 Languages

Excellent knowledge of written and spoken English. Ability to communicate in Spanish and/or French is an asset.

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 AND RESPONSIBILITIES (CONT'D)

5. Support evidence-based decision making, help CARPHA and CMS further develop systems and mechanisms for the monitoring of the situation and the evaluation of policies, strategies and interventions in the area of food and nutrition.
6. Ensure the availability at all levels of relevant and reliable evidence, data and information on nutrition-related issues and needs, policies, strategies and interventions. Helps develop sustainable initiatives for evidence-based policy dialogue on food, nutrition and related matters.
7. Disseminates global and regional commitments and best practices on food and nutrition and related services in primary and secondary care, identifies their application in CMS, and supports the development of country specific and locally appropriate collaborative action plans for implementation in line with regional and global frameworks.
8. Work to identify key gaps and needs in the area of food and nutrition and helps build up the capacity of key stakeholders, including the development and delivery of training programmes
9. Provide technical support to the implementation of national plans and key activities in the area of food and nutrition.
10. Establish a network of technical partnerships and collaborates fully within CARPHA and across technical teams, with external agencies, academia, the private sector and international agencies.
11. Support the strengthening of CARPHA's role in global health in food and nutrition matters, including the coordination and promotion of various models of collaboration and knowledge transfer about appropriate policy, public health, environment, and clinical interventions to improve food and nutrition security in the region.
12. Contribute to the relevant external relationships, representation, communication, resource mobilization and advocacy work of CARPHA.
13. Provide coordination, drafting support and technical input for CARPHA publications on the development of food and nutrition policy, donor proposals, events, and other work including dissemination and sharing of experience in relevant national and international contexts.
14. Support information brokering function of CARPHA through contributions to the health information repository at CARPHA by collation, analysis and sharing of relevant health information and statistics.
15. Initiate, lead, conduct and support original research and audit processes as required and collaborates on relevant projects both internally and externally.
16. Develop and maintain own skills and knowledge as part of continuing professional development.
17. Provide overall direction to assigned staff, monitor and oversee progress, provide guidance and take timely action to ensure delivery and achievement of desired objectives.
18. Participate fully in office meetings and contribute to routine reporting requirements by preparing or ensuring the timely preparation and submission of all programme/project reports.
19. Participate 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.
20. Perform other duties as may be assigned or instructed, including providing support to other areas of work and departments or teams as required.

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.

