



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification	Duration:	<input type="checkbox"/> Limited Duration
		<input type="checkbox"/> Fixed Term

Title	Category	Grade	Duty Station
Senior Technical Officer (OECS Health Unit)	P	P4	Castries, Saint Lucia
First Level Supervision (CARPHA)	Executive Director, CARPHA	First Level Supervision (OECS)	Programme Director for Health, Social Inclusion and Social Protection.- OECS
Signature:	Date: July 6, 2023	Signature:	Date: July 6, 2023

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 Executive Director within the Office of the Executive Director, and in close collaboration with the Organization of Eastern Caribbean States (OECS) Commission, the post holder will function in a multi-disciplinary manner and be responsible for the coordination of all public health initiatives of CARPHA within the OECS Sub-Region. This will include, seeking additional funding to complement resources received by CARPHA which excludes the OECS sub region, intensive liaison with technical and management units within CARPHA, OECS Commission, and at regional and global levels with other relevant partners. This programme will focus on providing support to public health programmes in the OECS Sub-region. The post holder will provide coordination between OECS Commission and CARPHA to ensure the in-country needs are clearly identified, that the services to be delivered by CARPHA are contained in the Agency's work programme and that there are clearly identified 'point persons' within the relevant ministries.

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

1. Acts as coordinator for CARPHA's OECS Sub-regional work programme, aimed at addressing the diverse needs of CARPHA Member States.
2. Develops, implements and monitors administrative and operational activities of the assigned programme including, development and consolidation of work plans, estimated budget and attribution of responsibilities.
3. Identifies problems and issues to be addressed and in collaboration with others, initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
4. Identifies, establishes and maintains solid partnerships with internal and external counterparts and stakeholders at national, regional and global level.
5. Organizes and supervise the implementation of programme-related workshops, conferences and trainings.
6. Ensures good and effective coordination of activities between different CARPHA projects and relevant departments of CARPHA, the OECS Commission as well as with the Ministries of Health, donors and key stakeholders.

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Description and Classification approval	
Signature 	Date July 6, 2023
Title Executive Director	

KEY BEHAVIOURAL COMPETENCIES

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

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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 mHealth 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, 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. Utilises 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 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 initiate, develop, maintain and leverage partnerships with key stakeholders and communities.
- Demonstrates the ability to have appreciation of the political landscape.
- 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.
- Ability to identify critical goals, objectives and key outcomes to be achieved by CARPHA.
- Demonstrated ability to identify criteria for prioritizing funds and activities within a programme.
- Knowledge of and ability to apply project management tools and techniques.
- Good knowledge of the programmes of various international agencies in the region.
- Sound technical and policy advisory skills, based on evidence.
- Demonstrated ability to 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.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Excellent proposal development skills.
- Excellent empathetic leadership 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:** Advanced University degree in public health, health policy, social sciences or related disciplines.

A Master’s Degree in a public health or related discipline.

Desirable: Post graduate degree in public health, business administration, social sciences, health policy or related disciplines.**8 Experience****Essential:** At least seven years’ experience in the development, implementation and assessment of public health programmes.

Experience of providing policy advice and capacity building through training and/or research. Ability to successfully mobilize resources. Experience and demonstrated success in planning, undertaking and managing projects.

Desirable: Experience of working in the Caribbean. Experience and aptitude to mentor staff.**9 Languages**

Excellent knowledge of written and spoken English with French being desirable.

Proficient in the use of a variety of database tools, spreadsheets, word processing and presentation software (e.g. Microsoft Office).

Ability to use statistical software and epidemiological packages (for example: SAS, SPSS, STATA, EPI INFO) desirable.

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

Summary of Responsibilities (Cont'd)

7. Provides status updates at monthly briefings with CARPHA and the OECS Commission.
8. Identifies new opportunities consistent with the approved programme and ongoing activities and recommend programme improvements.
9. Commission situational analysis and technical advice to assist governmental and other institutions in building capacities for enhanced policy and programmatic development within the OECS Sub-region.
10. Reviews and adjust proposals using technical and substantive input to ensure consistency with relevant priorities and the approved programme, taking into consideration available resources. Formulate and present such proposals in the required format for final review and approval.
11. Undertakes duty travel relating to programme assessment, liaison with counterparts, problem solving, and new programme development, as required.
12. Provides overall direction to staff assigned to the programme, clarify performance expectations and desired results, monitor and oversee progress, provide guidance and take timely action and/or decision to ensure delivery and achievement of desired objectives.
13. Contributes to the relevant external relationships, representation, communication, resource mobilisation and advocacy work of CARPHA and the OECS Commission.
14. Supports 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. Develops and maintains own skills and knowledge as part of continuing professional development.
16. Participates fully in office meetings and contributes to routine reporting requirements by preparing or ensuring the timely preparation and submission of all programme/project reports.
17. 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.
18. Performs 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.