



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)



JOB DESCRIPTION

PART A

1 Job Identification

Duration:

- ☐ Limited Duration
☐ Fixed Term

Title	Category	Grade	Duty Station
Assistant Director – Surveillance, Disease Prevention and Control	P	P6	Trinidad and Tobago
First Level Supervision	Director - Surveillance, Disease Prevention & Control	Second Level Supervision	Executive Director
Signature: 	Date: 8 August 2025	Signature: 	Date: 08 August 2025

2 Objective/Overview of the Programme

CARPHA's mission in Caribbean Cooperation in Health is to provide strategic direction in analysing, defining and responding to public health priorities of Member States, to prevent disease, promote and protect health and to respond to public health emergencies. A key function is to enhance national capacity to address new and emerging public health priorities through ongoing teaching, training and collaboration.

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 Director – Surveillance, Disease Prevention & Control (SDPC), the incumbent will provide leadership to the Departmental Management Team (DMT) and serve as its Chair. They will be also be responsible for the management and operations oversight of the Environmental Health and Sustainable Development (EHSD), and Medicines Quality Control and Surveillance Department (MQCSD) Departments

The holder of the position should provide support to the Director, SDPC with the coordination of the overall work of the Departments with a focus on Technical Service projects, and divisional work programmes. The incumbent will provide support with resource mobilization efforts to support the continued delivery of the Agency's mandate.

4 Summary of Responsibilities

The specific responsibilities will include but not be limited to:

1. Provide expert technical support and advice to CARPHA, CARPHA Member States (CMS) and relevant institutions for the development of appropriate policies, strategies, and guidelines in all aspects of programme planning, organization, implementation, scale-up, and evaluation of activities within specific technical areas of expertise.
2. Support the implementation of CARPHA's integrated surveillance strategy with a view to promoting integrated, multi-sectoral approaches focusing on the implementation of initiatives that are a priority for CARPHA and CMS.
3. Assist with the oversight of the planning processes for the relevant SDPC departments within the SDPC division.
4. Provide management oversight of the EHSD and MQCSD departments and inclusive of the supervision of senior staff and regular technical reports.
5. Provide leadership and oversight to the CARPHA DMT and serve as Chair.
6. Provide programmatic and technical support to the effective functioning of the laboratories in MQCSD and EHSD including integrated surveillance, AMR surveillance, output reports, business plans and fee for service strategies .
7. Develop, maintain and leverage partnerships and networks to support the implementation of EHSD and MQCSD programmes.
8. Participate in field operations to achieve high quality standards of interventions.

Continue on additional page if necessary....

Description and Classification approval

Signature
Title


Executive Director - CARPHA

Date 08 August 2025

Summary of Responsibilities *(continuation)*

9. Support the defining of effective public health interventions in the Caribbean, monitoring global developments and agreements and developing and adapting relevant models for various public health situations.
10. Assist in the advocacy at the national, sub-regional and international levels for policies and programmes that address conditions of public health importance in the Caribbean.
11. Participate in developing, conducting and evaluating training and mentoring programmes in clinical, environmental, food and veterinary laboratories, epidemiology and surveillance for health care personnel to strengthen the practice of public health.
12. Supervise staff, establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback and support staff development opportunities.
13. Support resource mobilization for CARPHA's programmes as needed.

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.

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 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 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 Hanlon 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		
6		<ol style="list-style-type: none"> Demonstrates excellence in developing and adapting best-practice interventions targeting the social determinants of health in the Caribbean context. Demonstrates excellence in implementing cultural competency approaches to the practice of public health in the Caribbean. Demonstrates excellence in the use of whole-of-government and whole-of-society approaches to improve public health within the Caribbean. 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"> Demonstrates excellence in the development of programmatic and organisational budgets. Demonstrates excellence in the operation and management of programmes within current and forecasted budget constraints. Utilises high proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making. 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.
7	Technical Expertise (<i>List and describe, in order of priority, the abilities required to perform the job</i>).	
	<ul style="list-style-type: none"> In depth knowledge of Environmental Health & Sustainable Development principles and practices. In depth knowledge of public health issues and trends, epidemiological theory, principles and practices and surveillance techniques, systems and procedures. Extensive experience operating in a laboratory environment. Progressive experience at a senior decision-making level, in particular, managing complex health programmes/health systems at both national and regional levels. Demonstrates commitment to efficient and effective response to member states in emergency situations. 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. Decisiveness and problem-solving skills. Strong leadership, managerial and mentoring skills. Broad knowledge of management principles and practices including planning and budgeting. Ability to mobilize resources by initiating, developing, maintaining, and leveraging partnerships with key stakeholders and international partners. Excellent proposal development skills. Strong professional oral and writing skills, including the development of reports, oral presentations, and the technical/persuasive documents for consideration at the highest levels of the organization. Ability to adapt and adjust to a rapidly changing technical, financial and organizational environment. Demonstrated ability to be a team player both vertically (with Executive Management Team (EMT) and horizontally (with DMT) and with staff across the Agency. Demonstrated ability in the design of methods and strategies to produce, analyse data, use and share information with a variety of actors in different environments. Ability to analyse trends to identify the risks and benefits of different options for data collection and validation. 	
8	Education (Qualifications)	
	Essential: An advanced university degree in a relevant subject area or related field. Desirable: Highly relevant specialist knowledge or expertise required through experiential learning or professional qualification.	
9	Experience	
	Essential: At least ten (10) years of combined national and regional experience in activities related to the application of laboratory surveillance and epidemiological principles and methods in the design, implementation and management of surveillance systems; epidemiological analysis, training, research and outbreak investigation and control. Desirable: Experience should include strong managerial responsibilities at a senior decision-making level.	
10	Languages	
	Excellent knowledge of English. Working knowledge of French is desirable.	

IT Skills

- Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint, SharePoint and Outlook. Other IT skills and knowledge of other software programs such as Visio and Project would be an asset.
- Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Microsoft Teams, WebEx, GoTo Meetings etc.