



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)



JOB DESCRIPTION

PART A

1 Job Identification

Duration:

☐ Limited Duration
☐ Fixed Term

Title	Category	Grade	Duty Station
Technical Officer	P	P3	Trinidad
First Level Supervision	Director, Surveillance Disease Prevention and Control	Second Level Supervision	Executive Director
Signature: 	Date: 7/08/2025	Signature: 	Date: 7/08/2025

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 and Control (D-SDPC) the post holder will provide technical assistance and support to SDPC, CARPHA, CARPHA Member Countries (CMCs) and other key stakeholders with regard to technical documents, reports and public health input, which includes capacity building for strengthening overall public health awareness for COVID-19, emergency response and other public health threats.

4 Summary of Responsibilities

1. Support the collation and review of Surveillance Disease Prevention and Control (SDPC) monthly and annual reports and other SDPC technical documents to internal and external stakeholders, inclusive of those needed for the Governance meetings of the Agency.
2. Support the collation and review of regional SDPC technical documents with an emphasis on mechanisms for improved efficiencies across the SDPC Division.
3. Facilitate cohesive planning and effective coordination through follow-up with SDPC heads, technical officers and other stakeholders for reports and documents requested by the Director, SDPC and other departments.
4. Support the translation of evidence produced by the different departments of the SDPC into practice, through robust stakeholder mapping and engagement, using tools such as weekly and quarterly surveillance reports and presentations.
5. Support the development of publications and briefs related to new, emerging and existing public health threats.
6. Maintain and update the repository of SDPC technical documents and other databases for improved accessibility to documents across SDPC departments.
7. Support the development, collation and categorisation of CARPHA's disease-specific materials, inclusive of technical guidelines, infographics, situation reports and weekly EPI updates.
8. Support the enhanced visibility and dissemination of CARPHA's documents and materials.
9. Support the tracking of progress of SDPC departments relative to their targets ensuring that plans are refined in keeping with the need of departments to be relevant and flexible.
10. Support capacity building initiatives for strengthening overall public health awareness for various regional health security threats and emergency response.

..../cont'd on page 3

Description and Classification approval

Signature
Title


Executive Director

Date 07 August 2025

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. Practices good communication internally and externally and actively participates in organizational development.2. Works as part of a team, supports colleagues in the achievement of the organization's objectives.3. Understands project management techniques and adheres to the Standard Operating principles governing the monitoring of projects.4. Supports knowledge transfer activities and results-based activities.5. Understands the importance of partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors.6. Understands the importance of business-process re-engineering for public health, including incorporating Health and other health technologies to improve organizational efficiency and public health effectiveness.7. Practices continuous improvement.
	Communications for Public Health	<ol style="list-style-type: none">1. Understands the importance of the role health information plays in the region.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.3. Supports others 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. 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.2. Understands the role of quantitative and qualitative research methodologies.3. Understands the need for application of methods such as the Hanlon Method of prioritization.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.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.6. Supports others in the application of strategic planning methods and the development and execution of strategic plans.7. Supports others 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. Supports responses 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.2. Provides support during public health emergencies, including emergency operations centres, incident command and control and emergency management teams.3. Understands the importance of 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. Supports others in the implementation of population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS).2. Understands the importance of best-practice interventions targeting the social determinants of health in the Caribbean context.3. Supports others in the implementation of cultural approaches to public health in the Caribbean.
	Health Economics and Public Health Financing	<ol style="list-style-type: none">1. Supports others in the development of programmatic and organizational budgets.2. Ensures adherence to programmes within current and forecasted budget constraints.3. Practices cost-effectiveness, cost benefit, and cost-utility in day to day operations.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.

6 Technical Expertise *(List and describe, in order of priority, the abilities required to perform the job).*

Competencies:

These values must be upheld when working at CARPHA:

- Integrity
- Professionalism
- Respect
- Responsibility

Communication:

- Speaks and writes clearly and effectively.
- Listens to others, correctly interprets messages from others and responds appropriately.
- Asks questions to clarify and exhibits interest in having two-way communication.
- Tailors language, tone, style, and format to match the audience.
- Demonstrates openness in sharing information and keeping people informed.

Planning and Organizing:

- Uses time effectively.
- Identifies priority activities and assignments; adjust priorities as required.
- Allocates appropriate amount of time and resources for completing work.
- Monitors and adjusts plans and actions as necessary.
- Foresees risks and allows for contingencies when planning.

Teamwork:

- Establishes and maintains productive partnerships with clients by gaining their trust and respect.
- Keeps team informed of progress or setbacks in projects.
- Meets timeline for delivery of products or services.
- Works collaboratively with colleagues to achieve set goals.
- Solicits input by valuing the concerns, perspectives, and ideas of others.
- Willing to learn from others.
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.
- Shares credit for team accomplishments and accept joint responsibilities for team shortcomings.

7 Education (Qualifications)

Advanced degree, with background in public health.

Experience in policymaking and delivering technical work by engaging with multidisciplinary teams across different tiers with

8 Experience

- Three (3) or more years' experience in similar position.

9 Languages

Excellent knowledge of English. Working knowledge in Spanish or French would be an asset.

10 IT Skills

Demonstrated ability to use a computer with knowledge of windows-based applications, e.g. Microsoft Office and Outlook.
Demonstrated ability to use electronic applications for document sharing, data analyses and report generation.
Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Microsoft Teams, Webex, GoTo Meetings etc.

11. Design and develop health information and messages for dissemination, related to CARPHA's health emergency response, inclusive of infographics based on CARPHA's situation reports and technical guidelines.
12. Develop communication materials like project briefs, brochures, infographics and images to promote CARPHA's health emergency response and other technical work across the SDPC, inclusive of the healthier and safer measures.
13. Maintain and produce original content for online outreach platforms and social media channels, of CARPHA's website, blogs, Facebook account/groups and Twitter, when requested.
14. Participate in relevant technical meetings.
15. Any other relevant duties, 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.