



# CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

## JOB DESCRIPTION

**PART**

<b>1 Job Identification</b>	Duration:	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Fixed Term
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Title	Category	Grade	Duty Station
Financial Controller	P	P4	Trinidad
<i>First Level Supervision</i>	Director – Corporate Services	<i>Second Level Supervision</i>	Executive Director
Signature:	Date: 21/05/2024	Signature:	Date: 21/05/2024

**2 Objective/Overview of the Program**

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. This allows CARPHA 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.*

This position plans, organizes and controls financial activities of the Agency to ensure adherence to accounting principles and procedures and advises on financial matters.

**4 Summary of Responsibilities**

1. Provides strategic guidance to the Agency through strategy formulation, decision making, forecast/budgeting and its implementation/monitoring.
2. Collaborates with the Director Corporate Services to develop and implement strategies to improve the financial health, operational efficiency and sustainability of the Agency.
3. Ensures timely achievement of high-level workplan milestones and provides justification for any deviations from set targets.
4. Manages the financial resources of Member State and International Development Partners (IDPs) in accordance with established procedures and principles.
5. Ensures strict adherence to all financial standards, especially related to IDP funding through implementing entities.
6. Works with and maintains the relationships with the Member States Representatives, Banks, External Auditors, Pension Actuaries, and other partners as required to ensure that the Agency meet its requirements and objectives.
7. Facilitates follow-up for the timely collection of quota contributions from CARPHA Member States and other means of income generation or funding opportunities as per established CARPHA policy.
8. Provides advisory support to the Provident Fund and or Pension Plan regarding implementation, financial performance monitoring and regulatory compliance.
9. Oversees the preparation of payroll in accordance with established procedures.
10. Establishes systems to ensure the maintenance, security, retrieval, and reporting of financial records in various formats.
11. Monitors bank balances to ensure availability of funds as required and ensures that all accounts are reconciled on a monthly basis.
12. Approves all vouchers and invoices for payment including travel claims, consultancy contracts etc.
13. Prepares and distributes timely and accurate financial reports as required including reports for presentation to Member States, IDPs, Committees, Department & Executive Management Teams, and Governance bodies.
14. Examines and enhances financial policies, procedures and practices for efficient utilization of financial resources in accordance with international accounting standards.
15. Identifies and mitigates and reports on key elements of financial risks for the Agency.
16. Reviews, manages and makes recommendations for the improvement of internal controls and systems to ensure compliance with approved regulations.
17. Collaborates with staff of CARPHA’s external campuses on financial and accounting matters and conducts annual financial audits as required.
18. Reviews submissions of financial information pertaining to work plans and provides assistance for the promotion of sound financial practices and cost reductions.

*Summary of Responsibilities (cont’d on pg. 4.)*

<b>Description and Classification approval</b>	
Signature Title <b>Executive Director</b>	Date <b>21/05/2024</b>

**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"> <li>1. Practices the principles of effective leadership and communication for Operational Management and organizational development.</li> <li>2. Demonstrates effective day-to-day operational leadership of a team.</li> <li>3. Applies project management methods in the design, implement, and monitoring of projects and proposals.</li> <li>4. Develops human resources under their supervision through mentorship, knowledge transfer activities, performance-based management, and lifelong learning.</li> <li>5. Manages and coordinates mechanisms and partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors and disciplines to promote improvement of public health.</li> <li>6. Understands business-process re-engineering for public health, including incorporating Health and other health technologies to improve organizational efficiency and public health effectiveness.</li> <li>7. Demonstrates 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.</li> <li>8. Demonstrates 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.</li> <li>9. Demonstrates ethical practice of public health.</li> </ol>
	Communications for Public Health	<ol style="list-style-type: none"> <li>1. Manages, analyses and communicates health information to regional stakeholders.</li> <li>2. Practices 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.</li> <li>3. Demonstrates proficiency in 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. 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.</li> <li>2. Proficiency in the development and application of quantitative and qualitative research methodologies.</li> <li>3. Proficiency in the design and execution of health situation analysis of populations.</li> <li>4. Proficiency in the design and execution of health needs assessments of populations including the application of methods such as the Halon Method of prioritization.</li> <li>5. Supports 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.</li> <li>6. 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.</li> <li>7. Proficiency in the application of strategic planning methods and the development and execution of strategic plans.</li> <li>8. Proficiency 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. Participates as a 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. Supports health-sector responses to public health emergencies, including establishment and management of emergency operations centres, incident command and control and emergency management teams.</li> <li>3. Supports a 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. Proficiency in developing and implementing population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS).</li> <li>2. Develops and adapts relevant models of population-based, health security interventions targeting the built, natural, social and behavioural dimensions of environmental health to the Caribbean context.</li> <li>3. Adapts best-practice interventions targeting the social determinants of health in the Caribbean context.</li> <li>4. Implements cultural competency approaches to the practice of public health in the Caribbean.</li> <li>5. Understands whole-of-government and whole-of-society approaches to improve public health within the Caribbean.</li> <li>6. Proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states.</li> </ol>

**PART B****KEY BEHAVIOURAL COMPETENCIES****List and describe, in order of priority, essential competencies to perform the job**

<b>6</b>	Health Economics and Public Health Financing	<ol style="list-style-type: none"> <li>1. Actively participates in the development of programmatic and organizational budgets.</li> <li>2. Manages programmes within current and forecasted budget constraints.</li> <li>3. Utilises proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making.</li> <li>4. Participates 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.</li> </ol>
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<b>7</b>	<b>Technical Expertise</b> <i>(List and describe, in order of priority, the abilities required to perform the job).</i>
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- Ability to mobilize resources by initiating, developing, maintaining and leveraging partnerships with key stakeholders and international partners.
- 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.
- In-depth knowledge of financial principles and practices, management accounting methods, statement of income and statement of assets and liabilities, costing and budgeting.
- Experience of working for a regional institution with sound knowledge and understanding of the financial regulations governing the operations of those Agencies and the financial reporting requirements of donor agencies.
- Knowledge of the Agency’s mission, strategic direction and its administrative systems, processes and practices.
- Ability to create a climate of trust and integrity.
- Ability to motivate others and build an effective team.
- Strong interpersonal and oral and written communication skills.
- Ability to handle a broad range of tasks and to organise and prioritize work.
- Ability to adapt and adjust to a changing environment.
- Ability to work under deadline pressure and exercise good judgement.
- Excellent analytical and problem-solving skills.
- Ability to anticipate financial pitfalls.
- Ability to demonstrate excellent intellectual leadership.
- Ability to demonstrate high ethical standards.

<b>8</b>	<b>Education (Qualifications)</b>
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**Essential:**

- Completed professional accounting qualifications, such as ACCA, CPA, CMA, or CIMA with training in management and supervision.
- Master’s degree in Finance or Accountancy. A background in Administration and/or Programme Management.

<b>9</b>	<b>Experience</b>
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- At least ten (10) years relevant experience in developing and implementing financial, project and cost management accounting systems in a computerized environment in an international organization.
- Experience in EU Pillar Assessment principles.
- Experience in dealing with high-level Government officials at the national and international levels.
- Experience in the management of donor funded/supported projects and interaction with donors.
- Experience in the implementation of Enterprise Resource Planning (ERP).
- In-depth knowledge of the principles of Strategic Planning, Results Based Management (RBM), Monitoring and Evaluation (M&E), and Enterprise Risk Management (ERM).

<b>10</b>	<b>Languages</b>
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Excellent knowledge of English. Knowledge of another language of CARPHA’s Member States (CMS) is an asset.

**IT Skills**

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint, Outlook and the Internet. Competence in using financial software applications, which may include spreadsheets, database or graphic presentations. Training in the use of software for financial applications and spreadsheets. Sound knowledge of current accounting software systems and other appropriate software for financial applications.

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

**Summary of Responsibilities (cont'd).**

19. Coordinates internal and external audits for Member State and IDP resources, responds promptly to all queries, submits audit reports to the Board and ensures that all deficiencies are adequately and efficiently addressed.
20. Reviews the financial data contained in all proposals for donor funding prior to submission and plays an active part in the internal approval process.
21. Manages the preparation of the Agency's biennial budget.
22. Implements monitoring system for the control of expenditure in accordance with the budget.
23. Enhances operational efficiency and accuracy of information through implementation and utilization of technology platforms.
24. Participates as a member of the Departmental Management Team.
25. Supervises staff of the finance unit, evaluates performance and initiates training to facilitate their growth and development.
26. Any other duties assigned.

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.