



DETAILS OF THE POST
EXECUTIVE DIRECTOR
CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

Applications are invited from interested and suitably qualified nationals of the Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the abovementioned position at the Caribbean Public Health Agency (CARPHA) with assigned duty station in Trinidad and Tobago.

2. OBJECTIVE/OVERVIEW OF THE PROGRAM

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. FUNCTIONS OF THE POST

The incumbent assists in the planning, organization, operation and evaluation of CARPHA's administrative services. Accountable to the Conference of Heads of Government while directly reporting to the Executive Board, (of which he/she is an ex-officio member). The incumbent provides leadership and direction to the CARPHA Executive Management Team and serves as CARPHA's Chief Executive Officer in directing the functions laid out in the Inter-Governmental Agreement establishing CARPHA. Accountable for the general performance of the team, the compilation of the long-term strategic plans to ensure viability and the achievement of public-health objectives, the incumbent will provide leadership and vision in the day-to-day administration and control of CARPHA.

The incumbent is responsible for the appointment of a Technical Advisory Committee and provides direction on project management activities, ensuring that resources are mobilized, optimally utilized and effectively managed. Engages in dialogue, and consults and collaborates with Member states, Ministries of Health and various stakeholders keeping them informed on the progress of the Agency and on relevant public health matters.

He/she ensures that robust financial, administrative, communication support systems and infrastructure are in place and that there is adequate budgetary support to execute plans and programmes and is responsible for timely reporting on the Agency's overall performance and all resources expended. The Executive Director also ensures that Annual Work Programmes including health-related technical projects and programmes are designed and approved and in this regard, supervises the work of subordinates, identifying and discussing with them their "Key Results Areas" to be used as determinants to their performance results on a quarterly and annual basis.

4. QUALIFICATIONS AND EXPERIENCE

Candidates must possess a minimum of a Master's Degree in Public Health. Candidates possessing a Doctoral Degree related to the health sector will have a distinct advantage. The position requires a minimum of 10 years' experience at the Senior/ Executive Management level in the public sector or in a regional or international health sector organisation.

In addition, candidates must possess excellent knowledge of written and spoken English. Proficiency in the use of a variety of database tools, RBM, ERP, spreadsheets, word processing and presentation software is also required.

Further, candidates must possess/demonstrate technical expertise in the following:

1. Ability to mobilise resources by initiating, developing, maintaining and leveraging partnerships with key stakeholders and international partners;
2. 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;
3. Demonstrates commitment to efficient and effective response to Member States in emergency situations;
4. Strong knowledge of International and Caribbean Public Health sector issues and trends and CARICOM health sector integration schemes;
5. Knowledge of international financial institutions and International Development Partners (IDPs) and a proven track record in resource mobilization;
6. Training and experience in Project design, appraisal, implementation and management;
7. Knowledge of Strategic Management, Enterprise Risk Management, and Corporate governance;
8. Excellent analytical and communication skills;
9. Excellent leadership and human relations skills in order to effectively liaise with Member States, team members, RHIs, technocrats and to interface with International Development Partners (IDPs); and
10. Ability to create and foster a positive and motivating work environment which encourages critical thinking and feedback that improves the quality of work, productivity, and inter-personal relationships.

5. DUTIES AND RESPONSIBILITIES

- 5.1 **PREPARES** and **PRESENTS** strategic and operational plans for the Agency in line with policy directives for Executive Board approval;
- 5.2 **PRESENTS** the annual budget and multi-year programme estimates for approval of the Executive Board;
- 5.3 **IDENTIFIES** resource mobilisation needs and sources;
- 5.4 **ENSURES** sound and effective management of the funds and assets of the Agency, including special projects, within the approved budgets; and in keeping with the regulations approved by the Executive Board;
- 5.5 **PROVIDES** regular financial and operational progress reports to the Executive Board including an Annual Report;
- 5.6 **PLANS** and **IMPLEMENTS** health related programmes and services, including the organisation of special programmes and projects in furtherance of the objectives of CARPHA;
- 5.7 **MONITORS** the internal organisational systems, policies and procedures for operational efficiency and **RE-DESIGNS** or **MODIFIES** as needed, ensuring the timely implementation of Executive Board Decisions;
- 5.8 **EVALUATES** the effectiveness of projects and programmes to assess the achievement of outputs and outcomes;
- 5.9 **ENSURES** that correct procedures are followed with respect to all matters in the competence of CARPHA.
- 5.10 **REPRESENTS** the Agency, by personal attendance or delegate, on Boards or Committees of the Caribbean Community as may be agreed on with the Community;
- 5.11 **ACTS** as chief spokesperson for the Agency, advising member states, CARICOM institutions, partners and the public on public health and development issues facing the region and on policies to be pursued;
- 5.12 **ESTABLISHES** and **MAINTAINS** stakeholder relations; **IDENTIFIES** and **CULTIVATES** new relationships and partnerships to address public health priorities for the benefit of both parties;
- 5.13 **LEADS** and **DEVELOPS** team of persons directly supervised, including setting annual performance objectives, regular monitoring and review of activities against planned objectives, coaching and annual appraisal;

- 5.14 **CONSULTS** with the Executive Board and Technical Advisory Committee (TAC) on strategic direction, work plans and programmes; **DISCUSSES** Budgets and Annual Reports; **PROVIDES** leadership in formulating and developing long-range goals and objectives; **PLANS** for, **APPROVES**, **MONITORS** and **EVALUATES** programmes; **ADVISES** on matters with respect to the management, administration and operation of the Agency;
- 5.15 **CONSULTS** with members of the Executive Management Team to discuss highlights of programmes as well as resultant issues, problems and emerging developments with respect to costs, operations and **DETERMINES** progress towards stated goals and objectives; **DISCUSSES** the formulation of general policy guidelines for Financial Administration; adequacy of resources and the contributions of resources from Development Partners and Member States, administrative matters; financial reports and analysis;
- 5.16 **OVERSEES** the provision of technical assistance to Member Governments in the context of developing and implementing Community Policy and decisions and the programmes of Caribbean Cooperation in Health; and
- 5.17 **PERFORMS** any other related functions as may be delegated by the Executive Board from time to time in furtherance of the achievement of the Agency's Plans and Programmes.

6. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered. In addition, a group health, life and accident insurance will be offered. The Executive Director will be granted settlement and transportation allowances to facilitate his/her settlement in Trinidad and Tobago.

7. RECRUITMENT AND APPOINTMENT

The Appointment will be on Contract and will be subject to such regulations, rules, orders and instructions as exist and as may be introduced from time to time in respect of service with the Agency.

If recruited from abroad, the Agency shall cover relocation expenses up to a maximum of US\$7,000 including packing, transportation, insurance, and brokerage. The employee shall be accommodated at the expense of the Agency up to thirty (30) days at a residential location selected by the Agency and will be provided with a per diem to cover meals and incidentals. 50% of the per diem will be provided to accompanying spouse (if applicable) if joining the staff member for at least six (6) months. A housing allowance will be paid after the first month of appointment. If recruited from abroad, CARPHA would also provide return economy class airfare to proceed on Home Leave every two (2) years for the employee and eligible dependents.

8. LEAVE

The Executive Director will be eligible for the grant of vacation leave at the rate of thirty (30) working days per year.

9. SUPERANNUATION

An officer appointed to this post will be required to participate in CARPHA's Provident Fund and contribute 4% of their basic salary per month, while CARPHA will contribute 10% to the fund.

10. APPLICATIONS

Applications in English Language with full curriculum vitae details, including the email addresses of three (3) referees (**at least two of whom must be familiar with the applicant's work**), with the subject stated clearly – "**Application for the post of Executive Director, CARPHA,**" should be addressed as follows:

**Ms Deon Nicely-Simpson
Adviser
Human Resource Management
Caribbean Community Secretariat
Turkeyen
GEORGETOWN**

and submitted via email address – assistance@caricom.org. The title of the vacancy should be clearly identified in the subject line of the email.

- 11.** The deadline for the submission of applications is **Friday, 6 September 2024.**