



# 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 & Control	P	P-6	Trinidad
First Level Supervision	Director, SDPC	Second Level Supervision	Executive Director, CARPHA
Signature: ▶ <i>Lisa Indar</i>	Date: 29/10/20	Signature: ▶ <i>Joy St John</i>	Date: 29/10/20

#### 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 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.*

The incumbent will provide leadership to the Departmental Management Team (DMT) and serve as its Chair. They will be responsible for the management oversight of the CMML, EHSD, MQCSD Departments development of Business Planning of all three laboratories, (LSN, EHSD & MQCSD) implementation of Business Planning of all three laboratories (LSN, EHSD & MQCSD) as part of the Integrated Laboratory Strategy and also for the operational management of the FELTP Programme. The holder of the position should provide support to the Director, SDPC with the coordination of the overall work of the Department with a focus on Technical Service projects, and divisional work programmes including the PAHO BWP. The incumbent will provide support with resource mobilization efforts to support the continued delivery of the Agency's mandate.

#### 4 Summary of Responsibilities

1. Provide expert technical support and advice to CARPHA, CMCs 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 area of expertise.
2. Support the development and 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 CMCs.
3. Assist with the oversight of the planning processes of all departments within the SDPC division.
4. Provide management oversight of the CMML, EHSD, MQCSD and FELTP Departments and inclusive of the supervision of senior staff and regular technical reports.
5. Provide leadership and oversight to the CARPHA Departmental Management Team (DMT) and serve as chair.
6. Oversee the development, promotion and implementation of Business Planning of all three laboratories (LSN, EHSD & MQCSD) and provide programmatic support to the laboratories in Port of Spain, Castries and Jamaica.
7. Develop, maintain and leverage partnerships and networks to support the implementation of programmes.
8. Maintain open and constant communication between the OECS commission and CARPHA while ensuring progress reports are delivered to OECS Ministers and senior officials of the OECS.

#### Description and Classification approval

Signature  
Title

*Joy St John*  
Executive Director - CARPHA

Date 29/10/2020

9. Provide operational management of the FELTP Programme including the supervision of senior staff.
10. Participate in field operations to achieve high quality standards of interventions.
11. Advise and cooperate with member governments and organizations in setting up of national public health epidemiological surveillance systems for the collection, collation and analysis of information for the prevention and control of conditions of public health importance in the region.
12. Support the development and coordination systems for the investigation and control of disease outbreaks and effective response to threats and emergencies of public health importance. Builds capacity of member states to mount and sustain public health surveillance and response systems in accordance with International Health Regulations.
13. 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.
14. 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.
15. Participate in developing, conducting and evaluating training and mentoring programmes in laboratory and epidemiology and surveillance for health care personnel to strengthen the practice of public health.
16. Supervise staff, establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback and support staff development opportunities.
17. Support resource mobilisation 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.

## 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. Demonstrates excellence in effective leadership and communication for strategic visioning and organisational development.</li> <li>2. Demonstrates excellence in effective day-to-day operational leadership of a team.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>9. Demonstrates excellence in the ethical practice of public health.</li> </ol>
	Communications for Public Health	<ol style="list-style-type: none"> <li>1. Demonstrates excellence in application of methodologies, technologies and good practices for the management, analysis, and communication of health information.</li> <li>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.</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. 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.</li> <li>2. High proficiency in the development and application of quantitative and qualitative research methodologies.</li> <li>3. High proficiency in the design and execution of health situation analysis of populations.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>7. High proficiency in the application of strategic planning methods and the development and execution of strategic plans.</li> <li>8. High 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. 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.</li> <li>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.</li> <li>3. Demonstrates excellence in supporting 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. High proficiency in developing and implementing population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS).</li> <li>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.</li> </ol>

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

	<ol style="list-style-type: none"> <li>Demonstrates excellence in developing and adapting best-practice interventions targeting the social determinants of health in the Caribbean context.</li> <li>Demonstrates excellence in implementing cultural competency approaches to the practice of public health in the Caribbean.</li> <li>Demonstrates excellence in the use of whole-of-government and whole-of-society approaches to improve public health within the Caribbean.</li> <li>High proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states.</li> </ol>
Health Economics and Public Health Financing	<ol style="list-style-type: none"> <li>Demonstrates excellence in the development of programmatic and organisational budgets.</li> <li>Demonstrates excellence in the operation and management of programmes within current and forecasted budget constraints.</li> <li>Utilises high proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making.</li> <li>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.</li> </ol>

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

- 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, in managing complex health programs/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 EMT) and horizontally (with DMT) and with staff across the Agency.
- Demonstrated ability in the design of methods and strategies to produce, analysed 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.

**7****Education (Qualifications)**

An advance university degree (PhD) in a relevant subject area. Highly relevant specialist knowledge or expertise required through experiential learning or professional qualification.

**8****Experience**

At least eight (8) 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. Experience should include strong managerial responsibilities at a senior decision-making level.

9

**Languages**

Excellent knowledge of English. Knowledge of French, Spanish and/or Dutch is desirable.

10

**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.