



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)


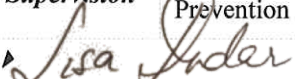
JOB DESCRIPTION

PART A

1 Job Identification

Duration:

- ☐ Limited Duration
☐ Fixed Term

Title	Category	Grade	Duty Station
Caribbean Vector-borne Diseases Network (CariVecNet) Coordination Officer	P	P2	Trinidad
First Level Supervision	Head – Vector Borne Disease Programme	Second Level Supervision	Director – Surveillance, Disease Prevention & Control
Signature: 	Date: October 1, 2020	Signature: 	Date: October 1, 2020

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.*

CARPHA is currently serving as the Executing Agency for the **11th EDF Programme of Support for Health System Strengthening for Prevention and Control of Outbreaks of Zika and other Mosquito-borne Diseases in the Caribbean**. The expected results of the project are as follows:

1. Increased capacity for detection, monitoring and surveillance of Zika, and other mosquito-borne diseases, and sequelae in the Caribbean.
2. Institutional capacity for Vector Control Programmes in the Caribbean strengthened.
3. Strengthened public education and behaviour change programmes on Zika and other mosquito-borne diseases.
4. Increased availability of data and evidence on strengthening public health interventions to detect, monitor, prevent and control Zika and other mosquito-borne diseases.
5. Strengthened regional coordination mechanisms for prevention and response to Zika and other mosquito-borne diseases.

One of the key regional coordination mechanisms under Result 5 is the the Caribbean Vector-Borne Diseases Network (CariVecNet) which was officially launched on August 8-9th, 2017. The objectives of this network are to, inter alia, strengthen collaboration among Caribbean institutions; facilitate regional exchanges on surveillance and diagnosis of Vector-Borne Diseases (VBDs); enhance collaborative research and training proposals and expert policy recommendations on how to enhance the health network in the Caribbean. The expected long-term outcome is being better prevention and control of VBDs. The services of a Coordination Officer are required to support the operations of the CariVecNet.

4 Summary of Responsibilities *(may continue on separate sheet if necessary)*


Result 1: Inception Report developed, and submitted for approval of the Project Manager

- 1.1 Engage in an initial briefing with the relevant CARPHA personnel to discuss the scope of the work to be undertaken, the approach and any other issues pertaining to the Project upon the commencement of employment.
- 1.2 Prepare and submit for the approval of the Project Manager, an Inception Report which includes the timelines for the specific project activities and the methodology for the activities.

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Description and Classification approval

Signature
Title


Executive Director

Date

October 1, 2020

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 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 the 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 Halon 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 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. 2. Provides support during public health emergencies, including to 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 mobilisation 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).*

- Experience working in Public Health and/or Integrated Vector Management in the Caribbean.
- Experience in working with Regional Caribbean stakeholders involved in prevention and control of vector borne diseases.
- Experience in undertaking research and in quantitative and qualitative data collection and analysis
- Experience in developing workplans.
- Ability to successfully apply the Agency's communication policies and strategies in interactions with key stakeholders in member states and international partners.
- Experience of building networks and relationships with stakeholders and contributing to key strategies.
- Knowledge of public health issues and trends, particularly in the Caribbean.
- Ability to work under pressure and to tight deadlines.
- Experience and demonstrated success in planning, undertaking and managing projects.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Good leadership and mentoring skills.
- Ability to work as a team member and exercise tact and discretion at all times.

7 **Education (Qualifications)**

Essential: An undergraduate degree in Life Sciences with a focus on Entomology, or in a related field.
Special consideration will be given to candidates with certification and experience in Project Management.

8 **Experience**

A sound understanding of public health issues along with the cultural and political challenges faced by Caribbean territories as demonstrated by involvement in projects treating with public health issues.

9 **Languages**

Excellent written and oral communication skills in English.

10 **IT Skills**

Proficient in the use of a variety of database tools, spreadsheets, word processing and presentation software (e.g. Microsoft Office) and retrieving information through the internet.

At least one (1) year experience in basic website building and maintenance.

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

DUTIES AND RESPONSIBILITIES (CONT'D)

Result 2: CariVecNet fully operationalized

- 2.1. Assist in the development of terms of reference for the Network, Executive and Steering Committees.
- 2.2 Review current TWG workplans and liaise with TWG Chairs on progress to date and development of workplans.
- 2.3 Update M&E framework at determined intervals and generate reports.

Result 3: Operations of the CariVecNet effectively managed

- 3.1 Populate and maintain the CariVecNet website.
- 3.2 Conduct search for relevant publications, meetings and materials for sharing via the website.
- 3.3 Develop and update, as necessary, lists of Subject Matter Experts (SMEs) for each Working Group.
- 3.4 Conduct surveys to assess needs and obtain feedback from stakeholders on suggestions for improvement of Network operations.
- 3.5 Facilitate virtual bi-monthly meetings of the Technical Working Groups (prepare and disseminate agenda, meeting minutes/reports, etc).
- 3.6 Organize face-to-face meetings of the Network.
- 3.7 Prepare periodic reports on the progress of the TWGs and implementation of the various workplans
- 3.8 Contribute to the development of reports on the Network, including the TWGs, for presentation at Meetings
- 3.9 Prepare and disseminate relevant correspondence related to the Network.

Result 4: Monthly Progress Reports of maximum 12 pages to be produced and submitted on **the last working day of each month**. In the report, the incumbent shall describe progress made, challenges encountered, and action taken to address challenges.

Result 5: Draft Final Report developed, submitted and reviewed by the Project Manager, of maximum 20 pages (main text, excluding annexes) to be submitted no later than **two (2) weeks** before the end of the period of implementation of tasks. The submission must be a comprehensive report comprising the work conducted related to the implementation of specific work, the challenges encountered, and actions taken to address challenges.

Result 6: Final report with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is seven days after receipt of comments on the draft final report. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

Perform other duties as may be assigned or instructed, including providing support to other areas of work and departments or teams 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.