



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration:

- Limited Duration
 Fixed Term

Title	Category	Grade	Duty Station
Financial Controller	P	P5	Trinidad
<i>First Level Supervision</i>	Director – Corporate Services	<i>Second Level Supervision</i>	Executive Director
Signature: ▶ <i>Jar San</i>	Date: October 1, 2020	Signature: ▶ <i>Joy St John</i>	Date: October 1, 2020

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. 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

- Facilitates follow up for the timely collection of quota contributions from CARPHA member states and other means of income generation or funding opportunities.
- Establishes systems to ensure the maintenance, security, retrieval, and reporting of financial records.
- Examines and monitors bank balances and other statements to ensure availability of funds as required and ensures that all accounts are reconciled on a monthly basis
- Keeps contact with officials of the bank and monitors the system of office investments, including investments of the pension fund
- Regularly examines information system generated reports and takes appropriate action.
- Approves all vouchers and invoices for payment including monthly payroll, travel claims, suspense vouchers and certified completed contractual agreements.
- Prepares financial reports as required including reports for presentation to member countries, donor agencies, CARPHA's Finance & Audit Committee, Department & Executive Management Teams, and Executive Board.
- Interprets and implements international financial regulations including those of donor agencies and financial partners.
- Examines financial policies, procedures and practices and makes recommendations for the improvement of efficiency and implements systems to ensure compliance with approved regulations.
- Collaborates with staff of CARPHA's external campuses on financial and accounting matters as necessary.
- Liaises with Division managers to ensure timely submission of financial information pertaining to work plans and provides assistance for the promotion of sound financial practices and cost reductions.
- Recommends and implements appropriate measures to contain costs through the application of appropriate quality control initiatives, including the streamlining of processes.
- Coordinates internal and external audits and responds promptly to all queries. Ensures that all deficiencies are adequately and efficiently addressed.
- Reviews the financial data contained in all proposals for donor funding prior to submission and plays an active part in the internal approval process.
- Initiates and takes the lead in the preparation and development of the Agency's budget.
- Engages in other projects or studies aimed at building the financial health of the Agency.
- Participates as a member of the Departmental Management Team.
- Prepares the workplan of the finance unit and provides financial input to the preparation of annual reports, semi-annual reports, reports on the effectiveness of CARPHA's in-country interventions.
- Supervises staff of the unit, evaluates performance and initiates training to facilitate their growth and development.

Description and Classification approval

Signature
Title

Joy St John
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 the principles of effective leadership and communication for Operational Management and organizational development. 2. Demonstrates effective day-to-day operational leadership of a team. 3. Applies project management methods in the design, implement, and monitoring of projects and proposals 4. Develops human resources under their supervision through mentorship, knowledge transfer activities, performance-based management, and lifelong learning 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. 6. Understands business-process re-engineering for public health, including incorporating Health and other health technologies to improve organizational efficiency and public health effectiveness. 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. 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. 9. Demonstrates ethical practice of public health.
	Communications for Public Health	<ol style="list-style-type: none"> 1. Manages, analyses and communicates health information to regional stakeholders. 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. 3. Demonstrates proficiency 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. 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. 2. Proficiency in the development and application of quantitative and qualitative research methodologies. 3. Proficiency in the design and execution of health situation analysis of populations. 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. 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. 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. 7. Proficiency in the application of strategic planning methods and the development and execution of strategic plans. 8. Proficiency 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. 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. 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. 3. Supports a 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. Proficiency in developing and implementing population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS). 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. 3. Adapts best-practice interventions targeting the social determinants of health in the Caribbean context. 4. Implements cultural competency approaches to the practice of public health in the Caribbean. 5. Understands whole-of-government and whole-of-society approaches to improve public health within the Caribbean. 6. Proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states.

PART B**KEY BEHAVIOURAL COMPETENCIES**

List and describe, in order of priority, essential competencies to perform the job

6	Health Economics and Public Health Financing	<ol style="list-style-type: none"> 1. Actively participates in the development of programmatic and organizational budgets. 2. Manages programmes within current and forecasted budget constraints. 3. Utilises proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making. 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.
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7 **Technical Expertise** (*List and describe, in order of priority, the abilities required to perform the job*).

- 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 prioritise 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.

8 **Education (Qualifications)**

Essential: Completed professional accounting qualifications, such as ACCA, CPA, CMA, or CIMA with training in management and supervision.

Desirable: Master's degree in finance or Accountancy. A background in Economics and/or Programme Management would be an asset.

9 **Experience**

- At least 7 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 Government officials at the national and international levels.
- Experience and interaction with donors and donor funded/supported projects.
- Experience in Human Resources management and development and Results Based Management (RBM) principles.

10 **Languages**

Excellent knowledge of English. Knowledge of another language of CARPHA's Member States (CMS) is an asset.

11 **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.