



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration:

☐ Limited Duration

☐ Fixed Term

Title	Category	Grade	Duty Station
Head Vector Borne Disease Programme	P	P5	Trinidad
First Level Supervision	Director – Surveillance, Disease Prevention & Control	Second Level Supervision	Executive Director
Signature:	<i>[Signature]</i>	Signature:	<i>[Signature]</i>
	Date: 29/09/2025		Date: 29/09/2025

2 Objective/Overview of the Programme

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.*

Under the direct supervision of the Director – Surveillance, Disease Prevention & Control, the post holder will function in a multi-disciplinary manner and be responsible for the management of all operational and strategic aspects of CARPHA's VBD programme including the development, initiation, implementation and coordination of multisectoral projects in support of Health Systems Strengthening for the prevention and response to outbreaks of Vector Borne Diseases in the Caribbean. This will require intense networking with technical and management units within CARPHA, across Member States regionally and at global levels with other relevant partners.

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

1. Manages all projects, programmes' activities and assigned personnel of the Vector Borne Disease (VBD) programme.
2. Provides technical oversight and guides the development and execution of the overall programme, in collaboration with Member States & International Development Partners (IDPs), taking account of country's needs and with emphasis on areas related to health systems strengthening.
3. Spearheads planning activities of projects in collaboration with other Technical Leads and coordinates the development and timely execution of work plans as submitted by other internal stakeholders.
4. Monitors the progress of project activities to ensure adherence to all operational and financial management principles as dictated by CARPHA & IDPs.
5. Monitors and communicates the progress of project activities to ensure adherence to all operational and financial specifications and advises of any risks and mitigation measures for successful implementation.
6. Develops, implements and monitors operational activities of the VBD programme including development and consolidation of workplans, estimated budget and attribution of responsibilities.
7. Identifies problems and issues to be addressed and in collaboration with relevant parties, initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
8. Establishes and maintains solid partnerships with internal and external counterparts and stakeholders at national, regional and global level.
9. Seeks to mobilise other partners to enhance impact and sustainability of programme and synergise efforts.
10. Conducts situational analysis and provide technical advice and assistance to governmental and other institutions in building national capacities for enhanced policy and programmatic development.

Summary of Responsibilities (Cont'd)

11. Ensures good and effective coordination of activities between different CARPHA projects and relevant departments of CARPHA as well as with the Ministries of Health and other key stakeholders.
12. Organizes and supervises the implementation of programme-related workshops, conferences and trainings.
13. Reviews and adjust proposals to ensure consistency with relevant priorities and the approved programme, taking into consideration available resources. Formulates and presents such proposals through the use of technical and substantive input and in accordance with the required format for final review and approval.
14. Undertakes duty travel relating to programme assessment, liaison with counterparts, problem solving, and new programme development, as required.
15. Plans, organizes, coordinates and carries out the ongoing review, monitoring and analysis of social, economic and political developments and trends to predict their potential impact on programme delivery.
16. Provides overall direction to staff assigned to the VBD programme, clarifies performance expectations and desired results, monitors and oversees progress, provides guidance and take timely action and/or decision to ensure delivery and achievement of desired objectives.
17. Contributes to the relevant external relationships, representation, communication, resource mobilisation and advocacy work of CARPHA.
18. Supports information brokering function of CARPHA through contributions to the health information repository at CARPHA by collation, analysis and sharing of relevant health information and statistics.
19. Initiates, leads, conducts and supports original research and audit processes as required and collaborate on relevant projects both internally and externally.
20. Develops and maintains own skills and knowledge as part of continuing professional development.
21. Participates in the development and preparation of regular updates, administrative and technical reports, conference abstracts, presentations, press releases and other relevant materials including communication tools such as situation reports, briefing notes and on-line resources to share and communicate with a range of internal and external stakeholders.
22. Performs 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.

Description and Classification approval

Signature
Title


Executive Director

Date 29/09/2025

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. Demonstrates excellence in effective leadership and communication for strategic visioning and organisational development. 2. Demonstrates excellence in effective day-to-day operational leadership of a team. 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. 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. 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. 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. 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. 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. 9. Demonstrates excellence in the ethical practice of public health.
	Communications for Public Health	<ol style="list-style-type: none"> 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. 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. 3. Demonstrates excellence in supporting a multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization.
	Evidence-Based Policy and Planning, Regulation and Control	<ol style="list-style-type: none"> 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. 2. High proficiency in the development and application of quantitative and qualitative research methodologies. 3. High proficiency in the design and execution of health situation analysis of populations. 4. High proficiency in the design and execution of health needs assessments of populations including the application of methods such as the Hanlon Method of prioritization. 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. 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. 7. High proficiency in the application of strategic planning methods and the development and execution of strategic plans. 8. High 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"> 4. 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. 5. 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. 6. Demonstrates excellence in supporting 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. High proficiency in developing and implementing population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS). 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.

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

6		3. Demonstrates excellence in developing and adapting best-practice interventions targeting the social determinants of health in the Caribbean context. 4. Demonstrates excellence in implementing cultural competency approaches to the practice of public health in the Caribbean. 5. Demonstrates excellence in the use of whole-of-government and whole-of-society approaches to improve public health within the Caribbean. 6. High proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states.
	Health Economics and Public Health Financing	1. Demonstrates excellence in the development of programmatic and organisational budgets. 2. Demonstrates excellence in the operation and management of programmes within current and forecasted budget constraints. 3. Utilises high proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making. 4. 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.

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 communities.
- Ability to successfully apply the Agency's communication policies and strategies in interactions with key stakeholders in member states and international partners.
- Sound experience in project management.
- Ability to identify critical goals, objectives and key outcomes to be achieved by CARPHA.
- Excellent diplomacy skills, capable of tactfully dealing with politically sensitive issues.
- Experience of identifying criteria for prioritizing funds and activities within a programme.
- Good knowledge of the programmes of various international agencies in the region.
- Sound technical and policy advisory skills, based on evidence.
- 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 adhere to tight deadlines.
- Experience and demonstrated success in planning, undertaking and managing projects.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Excellent proposal development skills.
- Good leadership and mentoring skills.
- Ability to work as a team member and exercise tact and discretion at all times.

8 Education (Qualifications)**Essential:** Advanced University degree in public health, or related disciplines.**Desirable:** Highly relevant specialist knowledge or expertise acquired through experiential learning or postgraduate/professional qualifications in public health, business administration, social sciences, health policy or related disciplines.**9 Experience****Essential:** At least seven year's experience in the development, implementation, assessment and execution of public health programmes. Experience with project design, development, implementation and management.

Experience of providing policy advice and capacity building through training and/or research.

Desirable: Experience of working in the Caribbean. Experience and aptitude to mentor staff.**10 Languages**

Excellent knowledge of written and spoken English. Ability to communicate in Spanish and/or French is a plus but not essential.

11 IT Skills

Demonstrated ability to use a computer with knowledge of windows-based applications, e.g. Microsoft Office and Outlook.

Demonstrated ability to use electronic applications for document sharing, data analyses and report generation.

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