



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification		Duration:	<input type="checkbox"/> Limited Duration
			<input type="checkbox"/> Fixed Term
Title	Category	Grade	Duty Station
Programme Coordinator – CR-FELTP	P	P4	Trinidad
First Level Supervision	Director - SDPC	Second Level Supervision	Executive Director
Signature:	<i>[Signature]</i>	Date:	28/10/20
Signature:	<i>[Signature]</i>	Date:	28/10/20

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.*

The position will be responsible for the overall coordination of the Caribbean Regional Epidemiology & Laboratory Training Programme (CR-FELTP), as a pillar of CARPHA's training and capacity building programmes, including technical delivery, coordination of the Agency's training activities, recognition and accreditation of CARPHA training courses, administration of the operations and financial activities of the programme; preparation of work plans, budgets and financial and technical reports; and organising and participating in key coordination meetings with member states and partner agencies for capacity building. It will also provide technical expertise in the areas of epidemiology and laboratory as well as innovations for training and its delivery. Works in collaboration with PAHO, CDC, TEPHINET, academic and other regional and international partners.

4 Summary of Responsibilities

1. Provides technical oversight and guides the development and implementation of the overall CR-FELTP, in collaboration with the Director SDPC and PAHO advisor to the programme, taking account of country needs and with emphasis on as related to epidemiology and laboratory.
2. Coordination of the Agency's training and capacity building activities inclusive of regular reports on outputs and impact
3. Guides and assists with training, mentoring and evaluation of the CR-FELTP.
4. Collaborates with the Workforce Development/Training Consultant on curriculum/course development (classroom and online delivery) and CARPHA institutional training accreditation activities.
5. Develops processes for recognition and accreditation of CARPHA training courses.
6. Spearheads planning activities of the programme in collaboration with other staff members and coordinates the development and timely submission of work plans.
7. Supervises administration of the budget in conjunction with the finance and procurement departments ensuring compliance with sound financial management principles and practices.
8. Monitors 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.
9. Supervises consultants and junior staff assigned to project and programmatic activities.
10. Supervises preparation, analysis, submission and dissemination of all agreed reports, in collaboration with other staff members, quarterly technical and financial reports, and annual and other progress reports.
11. Manages and maintains effective relations and initiates dialogue with partners and stakeholders.
12. Seeks to mobilise other partners to enhance impact and sustainability of programme and synergise efforts.

Description and Classification approval

Signature *Joy St John* **Date** 28/10/20
Title Executive Director

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 channeling 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 mobilise 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 knowledge of management principles and practices and a firm understanding of project management issues.
- In-depth knowledge of Public Health Issues and trends in the Caribbean.
- Sound knowledge of epidemiological theory, principles and practices of surveillance including techniques, systems and procedures.
- Sound knowledge of the Region and its people.
- Excellent negotiation skills.
- Effective team facilitation skills.
- Excellent training skills.
- Excellent project management skills.
- Analytical and problem-solving skills.
- Excellent organisational skills.
- Excellent interpersonal and communication skills - oral and written.
- Ability to work harmoniously in a team and supervise staff.

8 Education (Qualifications)

A post-graduate university degree in public health or a health-related profession with emphasis on Epidemiology from a recognized university.

9 Experience

A minimum of seven years of experience at a senior and supervisory level in a public health or surveillance institution.
 Experience in epidemiology, laboratory and/or public health training activities.
 Experience in laboratory surveillance and accreditation would be an asset.
 Experience with project design, development, implementation and management.

10 Languages

Excellent knowledge of English. Proficiency in Spanish, French and Dutch would be an asset.

11 IT Skills

Demonstrated ability to use a computer with knowledge of windows-based applications, e.g. Microsoft Office and Outlook.
 Proficiency in software such as EpiInfo; SPSS, Stata, would be an asset.

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