



**11th EDF Health
Security Project**

**Caribbean Public Health Agency
(CARPHA)
TERMS OF REFERENCE**

June 25 2021

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1. GENERAL

Title: Epidemiologist

Reports to: Head Tourism and Health Program (THP)


Supervision: No supervisory responsibility

Other relations of authority: (example matrix relationships)

- Epidemiologist / Technical Operations Officer
- Senior Technical Operations Support Officer

2. FUNCTIONS

1. Support the expansion of the implementation of the Tourism Health Information System (THIS) visitor-based surveillance system and guidelines, tourism and health program and full integration of visitor/tourism -based surveillance into the overall health surveillance systems and national health strategies in 12 tourism-dependent Caribbean countries (Bahamas, Barbados, Belize, Guyana, Jamaica, Trinidad and Tobago, Turks and Caicos Islands, Anguilla, Antigua and Barbuda, British Virgin Islands, Montserrat, and St Kitts and Nevis).
2. Provides monthly epidemiological and implementation updates and other relevant reports.
3. Conducts training to facilitate the implementation of the THIS and regional guidelines and standards.
4. Coordinates quarterly teleconferences with country steering committees, including addition of hotels to the system, and update the country THP action plan and conduct necessary follow up accordingly.
5. Advises the Project Coordinator on project-related operational planning and funding, policy matters and service delivery issues.
6. Ensures timely submission of all Project work plans, budgets, periodic evaluations and reports according to donor formats as required.
7. Prepares regular Project updates, summaries, press releases and other relevant dissemination materials.
8. Cooperates and collaborates with staff of other units to achieve efficient coordination of activities, and efficient and systematic utilization of resources.
9. Coordinates the alignment of the Project activities with those of CARPHA and as far as possible with other agencies working in the same domain (surveillance, environmental health & sustainable development, capacity building for health information systems).
10. Performs other related duties as assigned.

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<p>3. SUMMARY OF RESPONSIBILITIES</p>		
<p>Under the supervision of the Head, Tourism and Health Program, the consultant will provide oversight for implementing the Tourism and Health Information System in the highlighted CARPHA Member States, supporting the full integration of this visitor-based system into the existing national surveillance systems. This consultant will also provide technical input in the continued development of the Caribbean Traveller’s Health Assurance Stamp and the Caribbean Traveller’s Health Mobile Application. Results of technical work in this area aids in the monitoring of health status and its correlation, identification of trends or disease outbreaks or other adverse health events and providing data and information about corrective actions or programs to promote and protect public health.</p>		
<p>4. DOCUMENTS THAT THE EPIDEMIOLOGIST IS EXPECTED TO PREPARE</p>		
<p>Project work plans, budgets, periodic evaluations and reports, project updates, summaries.</p>		
<p>5. REQUIRED QUALIFICATIONS</p>		
<p>Qualifications: At least an MPH with emphasis on epidemiology, health management or other similar qualification.</p> <p>Specializations: Project Management or Management Studies would be an asset.</p> <p>General work experience: Minimum 5 years experience in a related field. Experience at a regional/international organisation will be an asset.</p> <p>Languages:</p> <ul style="list-style-type: none"> • English: Level: Advanced • French/Spanish: Level: working knowledge would be an asset. <p>Software: Microsoft Office — Word, Excel, PowerPoint, etc.</p>		
<p>6. CONDITIONS OF WORK</p>		
<p>Place of Work: CARPHA Head Quarters – Port of Spain, Trinidad</p> <p>Office Hours: 8.30 a.m. — 4.30 p.m.</p> <p>Work Environment: Professional environment conducive to efficient performance, cooperation and teamwork.</p>		



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7.3. TECHNICAL COMPETENCIES

KNOWLEDGE	DESCRIPTION	Level Required								
		Low			Medium			High		
		1	2	3	4	5	6	7	8	9
Management of Projects	Design, execution, monitoring and evaluation of projects, etc.							x		
Epidemiological Concepts	Specialist knowledge concerning statistical techniques and epidemiology acquired through post graduate diploma level qualification or equivalent experience								x	
Statistical Concepts	Highly numerate and familiar with standard epidemiological, surveillance and statistical concepts							x		
Data Analysis	Skills and experience of analysis and interpretation of data using software packages (example: SPSS)								x	
IT competence	Proficient in the use of a variety of database tools, spreadsheets and presentation software. Ability to manage the use of web conferencing platforms such as Zoom, Webex, Go To Meetings etc.								x	

First Level Supervisor:

Head Tourism and Health Program

June 25, 2021

Date