JOB VACANCIES

The Caribbean Public Health Agency (CARPHA) invites suitable candidates to apply for the following positions at our Saint Lucia and Port of Spain Campuses

PORT OF SPAIN Campus

• Monitoring & Evaluation Officer

SAINT LUCIA Campus

• Laboratory Manager previously Scientific Co-ordinator

All applicants must complete the JOB APPLICANT'S PROFILE SUMMARY FORM at the end of this document. A deadline date of October 20, 2019 will be observed.

Applications or enquiries should be addressed, stating the title of the post in the subject line, to:
The Human Resource Manager
Caribbean Public Health Agency (CARPHA)
P.O. Box 164, PORT OF SPAIN, TRINIDAD
FAX: (868) 622-2792;
Email: hrm@CARPHA.ORG

Applicants must fill out the Job Applicant's Profile Summary Form
# CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

## JOB DESCRIPTION

### PART A

<table>
<thead>
<tr>
<th>Job Identification</th>
<th>Duration: □ Limited Duration □ Fixed Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>Category</strong></td>
</tr>
<tr>
<td>Monitoring &amp; Evaluation (M&amp;E) Officer</td>
<td>P</td>
</tr>
<tr>
<td><strong>First Level Supervision</strong></td>
<td>Programme Coordinator – Project Coordination Unit (PCU)</td>
</tr>
<tr>
<td><strong>Signature:</strong></td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

### 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.

### 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 Programme Coordinator and the technical guidance of the Monitoring and Evaluation Specialist, the position of Monitoring and Evaluation Officer will be responsible for the design, coordination, and implementation of monitoring and evaluation activities of donor-funded projects and programmes. The incumbent will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered under the projects/programmes.

### Summary of Responsibilities

*May continue on separate sheet if necessary*

#### Identification/Initiation Phase
1. Support the development of the Theory of Change for projects.
2. Ensure that analysis and design are guided by a sound Theory of Change.

#### Formulation Phase
1. Support the development of result statements for projects and programmes.
2. Provide support for the development of the logical framework for projects and programmes.
3. Support the development of SMART indicators and ensure that indicators are at the right level in the results chain (output, outcome, impact, etc.).
4. Support the development of baseline and target values for performance indicators.
5. Ensure that provisions for monitoring activities and independent evaluation are made in the project budget.

#### Implementation, Monitoring and Reporting Phase
1. Develop M&E plans for projects and programmes and oversee their implementation during the project cycle.
2. Develop and update indicator tracking tables for each project and programme.
3. Maintain reference information for each indicator identified in the logical framework/logical frameworks for projects.
4. Develop data collection and reporting tools.
5. Collect data on a regular basis to measure achievement against the performance indicators and to support claims of achievement of results.
6. Prepare monthly reports on status of achievement of output level indicators and annual reports on progress towards achievement of outcomes - aggregate results.

### Description and Classification approval

*Signature*

*Title*

*Executive Director*

*Date 26/09/19*
Summary of Responsibilities

Implementation, Monitoring and Reporting Phase (Continued)

7. Administer surveys/conduct interviews (including through site visits), to assess levels of satisfaction of clients and degree of uptake and application of skills and knowledge delivered by CARPHA.
8. Liaise with Project/Programme Officer to contribute to the preparation of progress reports for submission to internal and external stakeholders.
9. Make recommendations for adjustments to logical frameworks/results frameworks.
10. Identify lessons learnt and support the development of case studies and success stories to capture the qualitative outputs of the projects and programmes.
11. Assist with the development of indicator reference sheets where necessary.
12. Monitor the sustainability of project results.
13. Participate in project reviews (Annual, etc...).
14. Assist in the preparation of other project reports.

Evaluation

1. Prepare Terms of Reference for independent evaluation of projects.
2. Assist with the implementation of recommendations of independent evaluations.

General

1. Assist with strategic planning and related exercises at CARPHA.
2. Assist with the development of an independent evaluation function at CARPHA.

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.
| Leadership and Managing Public Health Organization and Practice | 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 mHealth 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.  
| Communications for Public Health | 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 | 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 | 1. Participants 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 | 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. |
| Health Economics and Public Health Financing | 1. Activity participants 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. Participants 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. |
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.
- Knowledge of monitoring and evaluation tools and techniques.
- Sound knowledge of management principles and practices and a firm understanding of project management and planning tools.
- Basic understanding of the macro context (“big-picture”) of health development in the Caribbean region.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Excellent proposal development skills.
- Good leadership and mentoring skills.
- Highly organized with ability to work on own or with members of a team.
- Ability to comfortably multi-task.
- Ability to adjust to changing priorities within demanding timeframes.

Education (Qualifications)

- At least a bachelor’s degree in Statistics, Public Policy, International Development, Economics, Monitoring and Evaluation or a related field from a recognized university.
- Advanced certificate in Monitoring and Evaluation, Statistics or Economics preferred.

Experience

- At least 5 years of professional experience in an M&E position responsible for implementing M&E activities of international development projects, preferably in public health.
- Experience in designing, implementing and operating project/programme M&E systems from project identification to close out stage.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management and developing M&E plans.
- Knowledge of major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience in analysing data using statistical software.

Languages

Excellent knowledge of English with working knowledge of French and/or Spanish will be an asset.

IT Skills

Demonstrated ability to effectively use a computer and utilize software Programmes such as Microsoft Office Word, Excel, PowerPoint, Outlook and SharePoint. Other IT skills and knowledge of statistical software would be an asset.
CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Title
Laboratory Manager

Category P

Duration: Limited Duration

First Level Supervision
Head, Environmental Health & Sustainable Development (EHSD)

Second Level Supervision
Assistant Director – Surveillance, Disease Prevention & Control

Signature:  

Date: 26/09/19

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

(Job summary, the role of the individual within the team e.g. 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 Head – EHSD, the incumbent will provide technical and managerial oversight of the Environmental Laboratory as well as the implementation and maintenance of its quality management system. Supports coordination and interactions between the activities of Environmental Health Laboratory (EHL) and EHS programmes and projects.

4 Summary of Responsibilities

Specific responsibilities and tasks involved with the Laboratory Manager’s functions are:

1. Supervision of operations of laboratory including:
   a. Preparation of non-routine test reports including expert testimony and interpretations;
   b.Approval and dissemination of test reports;
   c. Review of proposals and contracts with respect to laboratory analyses and analysis pricing;
   d. Subcontracting test work on behalf of the Environmental Laboratory to other laboratories as necessary;
   e. Performing data processing and validation of data;
   f. Following all documentation procedures and sample disposal procedures in compliance with the SOPs;

2. Organizing and scheduling all assigned technical activities;

3. Implementation of the Laboratory's Quality Management System to include:
   a. Monitoring daily laboratory operations, status and quality of analytical work and results;
   b. Data management;
   c. Verification that quality control procedures and analytical methods are followed as specified for each contract or project;
   d. Implementation of requisite quality assurance and quality control (QA/QC) measures and procedures.

4. Maintenance of the laboratory's Quality Management System to include:
   a. The review and upkeep of the Quality Manual and related documentation;
   b. Documentation and review of standard operating procedures and accompanying work instructions;
   c. Conduct of internal quality system audits to ensure that sound quality assurance is being practiced in accordance with the quality system;
   d. Monitoring of quality control activities of the laboratory to determine conformance with the Quality System's policies and procedures;

Description and Classification approval

Signature

Title
Executive Director - CARPHA

Date 26/09/19

Page 1 of 5
Laboratory Manager – EHSD
### Key Behavioural Competencies

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

<table>
<thead>
<tr>
<th>5</th>
<th>Leadership and Managing Public Health Organization and Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrates excellence in effective leadership and communication for strategic visioning and organisational development.</td>
</tr>
<tr>
<td>2.</td>
<td>Demonstrates excellence in effective day-to-day operational leadership of a team.</td>
</tr>
<tr>
<td>3.</td>
<td>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.</td>
</tr>
<tr>
<td>4.</td>
<td>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.</td>
</tr>
<tr>
<td>5.</td>
<td>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.</td>
</tr>
<tr>
<td>6.</td>
<td>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.</td>
</tr>
<tr>
<td>7.</td>
<td>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.</td>
</tr>
<tr>
<td>8.</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communications for Public Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence-Based Policy and Planning, Regulation and Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
<tr>
<td>6.</td>
</tr>
<tr>
<td>7.</td>
</tr>
<tr>
<td>8.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Health Emergency Preparedness, Mitigation, and Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Caribbean Context and Small-Island Developing States</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>
### PART B

#### KEY BEHAVIOURAL COMPETENCIES

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>3. Demonstrates excellence in developing and adapting best-practice interventions targeting the social determinants of health in the Caribbean context.</td>
</tr>
<tr>
<td></td>
<td>4. Demonstrates excellence in implementing cultural competency approaches to the practice of public health in the Caribbean.</td>
</tr>
<tr>
<td></td>
<td>5. Demonstrates excellence in the use of whole-of-government and whole-of-society approaches to improve public health within the Caribbean.</td>
</tr>
<tr>
<td></td>
<td>6. High proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states</td>
</tr>
<tr>
<td></td>
<td><strong>Health Economics and Public Health Financing</strong></td>
</tr>
<tr>
<td></td>
<td>1. Demonstrates excellence in the development of programmatic and organisational budgets.</td>
</tr>
<tr>
<td></td>
<td>2. Demonstrates excellence in the operation and management of programmes within current and forecasted budget constraints.</td>
</tr>
<tr>
<td></td>
<td>3. Utilises high proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
Technical Expertise (List and describe, in order of priority, the abilities required to perform the job).

- Training and experience with Laboratory Instrumentation (AAS, GC).
- 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.
- Demonstrates a commitment to efficient and effective response to Member States in emergency situations.
- Thorough Knowledge of laboratory safety requirements;
- Thorough Knowledge of the principles of chemical and microbiological testing;
- Thorough Knowledge of approved field sampling protocols;
- Thorough Knowledge of laboratory information management systems;
- Thorough Knowledge of QA/QC protocols and statistical techniques for environmental laboratories;
- Knowledge of principles and practices of waste management;
- Skills in communicating technical information;
- Collaborative problem-solving skills;
- Team building and leadership skills.

Education (Qualifications)

An advanced university degree preferred, in a laboratory science or related field. Training in delivery of quality management systems would be an asset.

Experience

At least 5 years relevant experience in a laboratory environment, experience in training and capacity building a definite asset.

Languages

Excellent knowledge of English with working knowledge of French and/or Spanish will be an asset.

IT Skills

Demonstrated relevant Information Technology and Communications (ITC) skills.
SUMMARY OF RESPONSIBILITIES (Cont'd)

e. Verification of corrective actions specified on non-conformance records are carried out in a timely manner, and evaluating effectiveness;
f. Serving as a member of the Laboratory Management Review Committee with responsibility for preparing and submitting audit reports to the Laboratory Management Review Committee with recommendations for correction and improvement as necessary;
g. Review of statistical data such as control charts and any other QC measures;
h. Update of control limits and precision/accuracy statements regularly;
i. Ensuring the Quality System is understood and accepted by laboratory staff;
j. Maintaining records of proficiency test results and certifications;
k. Development and maintenance of all records pertaining to the functions of the laboratory;

5. Assessment of new field sampling sites to determine most suitable sampling points for data collection to support environmental monitoring for research, project activities and for establishing national environmental surveillance systems;

6. Making recommendations for the selection, training and professional development of technical laboratory personnel;

7. Providing leadership or staff in work policies, public services and professional development;

8. Act as the focal point for EHL within appropriate regional networks;

9. Champion the active involvement of regional EHLs within the Caribbean Public Health Laboratory Network (CariPHLN

10. Making recommendations for laboratory facilities, planning and evaluation and procurement recommendation for analytical instruments and equipment;

11. Develop and implement management system for equipment;

12. Performing analytical method protocols as detailed in written approved methods;

13. Training of personnel in methods, standard operating procedures (SOPs), instrument operation and quality control requirements;

14. Coordinate environmental lab-based capacity building initiatives for CARPHA Member States (CMS) and EHL staff as required;

15. Maintenance of all records pertaining to the work of the functions of the laboratory especially those relating to analyses conducted and revenues generated;

16. Develop and implement a management system for hazardous waste and obsolete chemicals in collaboration with Technical Officer-Chemicals and Waste Management;

17. Develop and implement an Occupational Safety and Health (OSH) system in collaboration with Technical Officer - OSH and Indoor Air Quality (IAQ);

18. Providing expert testimony regarding the results of laboratory analyses;

19. Any other relevant tasks as determined by the Supervisor.

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.