



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration:

- Limited Duration
 Fixed Term

Title	Category	Grade	Duty Station
Laboratory Technologist I – Medicines Quality Control & Surveillance Department (MQCSD)	P	P1	Jamaica

<i>First Level Supervision</i>	Chemist	<i>Second Level Supervision</i>	Senior Chemist
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Signature: G. Johnson Date: 19/08/19 Signature: J. Thomas-Gordon Date: 19/08/19

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.*

The incumbent is an analyst that performs chemical/physico-chemical testing on pharmaceutical products in determining the identity, quality and purity for compliance to pharmacopoeial specifications.

4 Summary of Responsibilities

Under the overall direction of the Senior Chemist and the direct supervision of the Chemist, the incumbent is responsible for the following:

1. Perform chemical/physico-chemical on pharmaceutical products.
2. Prepare reagent and standard solutions.
3. Operate, maintain, monitor, calibrate and verify instruments and equipment.
4. Record experimental data and test results.
5. Perform calculations and prepare written reports of work done.
6. Revise Quality Management System (QMS) standard operating procedures (SOPs) as assigned.
7. Comply with the quality management system of the laboratory.
8. Maintain laboratory records.
9. Maintain the inventories of chemicals, reagents, reference standards and materials, glassware, lab consumables as assigned.
10. Monitor the environmental conditions of the laboratory as assigned.
11. Promote and demonstrate exceptional customer care with all stakeholders (internal & external).
12. Perform duties as deputy for quality or safety as assigned by the Quality/Safety Manager
13. Perform other related duties as assigned.

Description and Classification approval

Signature
Title

Jay St John
Executive Director - CARPHA

Date 19/08/19

PART B

KEY BEHAVIOURAL COMPETENCIES

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

5	Leading and Managing Public Health Organizations and Practice	<ol style="list-style-type: none"> 1. Practices good communication internally and externally and actively participates in organizational development. 2. Works as part of a team, supports colleagues in the achievement of the organization objectives. 3. Understands project management techniques and adheres to the Standard Operating principles governing the monitoring of projects. 4. Supports knowledge transfer activities and results-based activities 5. Understands the importance of partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors. 6. Understands the importance of business-process re-engineering for public health, including incorporating mHealth and other health technologies to improve organizational efficiency and public health effectiveness. 7. Practices continuous improvement.
	Communication for Public Health	<ol style="list-style-type: none"> 1. Understands the importance of the role health information plays in the region. 2. Understands the importance that epidemiological evidence plays in supporting 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. Supports others in the 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. Understands and supports others in producing evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups. 2. Understands the role of quantitative and qualitative research methodologies. 3. Understands the need for application of methods such as the Halon Method of prioritization. 4. Supports the 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. 5. Supports others 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. 6. Supports others in the application of strategic planning methods and the development and execution of strategic plans. 7. Supports others 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. Supports 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. Provides support during public health emergencies, including to emergency operations centres, incident command and control and emergency management teams. 3. Understands the importance of multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilisation.
	Caribbean Context and Small-Island Developing States	<ol style="list-style-type: none"> 1. Supports others in the implementation of population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS). 2. Understands the importance of best-practice interventions targeting the social determinants of health in the Caribbean context. 3. Supports others in the implementation of cultural approaches to f public health in the Caribbean.
	Health Economics and Public Health Financing	<ol style="list-style-type: none"> 1. Supports others in the development of programmatic and organizational budgets. 2. Ensures adherence to programmes within current and forecasted budget constraints. 3. Practices cost-effectiveness, cost benefit, and cost-utility in day to day operations. 4. Understands the importance of mobilizing 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.

6

Technical Expertise *(List and describe, in order of priority, the abilities required to perform the job).*

- Knowledge of the principles and practices of Chemistry or Microbiology and related instrumental analysis techniques
- Ability to make scientifically accurate and thorough reviews of the work performed.
- Ability to work well with persons of all nationalities and orientations.
- Knowledge of good laboratory practices would be an asset.

7

Education (Qualifications)

Graduate from University with a Bachelor's degree in Chemistry or closely related field. Knowledge of laboratory methods relating to Chemistry.

8

Experience

Experience in performing laboratory tests according to prescribed procedures, calculating and recording results.

9

Languages

Excellent knowledge of English. Knowledge of French and Spanish would be an asset.

10

IT Skills

Demonstrated ability to effectively use a computer and utilize software programmes such as Microsoft Office applications