



# CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

## JOB DESCRIPTION

### PART A

#### 1 Job Identification

Duration:  Limited Duration  
 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:  Date: 05/11/18      Signature:  Date: 5/11/18

#### 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 programmes, including technical delivery, administration of the operations and financial activities of the programme; initiating discussions and ensuring preparation of work plans, budgets and financial and technical reports; and organising and participating in key coordination meetings with member states and partner agencies. It will also provide technical expertise in the area of epidemiology. 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 CARPHA Resident Advisor and PAHO advisor to the programme, taking account of country needs and with emphasis on areas related to epidemiology.
2. Guides and assists with training, mentoring and evaluation of the CR-FELTP.
3. Collaborates with the Workforce Development/Training Consultant on curriculum/course development (classroom and online delivery) and CARPHA institutional training accreditation activities.
4. Spearheads planning activities of the programme in collaboration with other staff members and coordinates the development and timely submission of work plans.
5. Supervises administration of the budget in conjunction with the finance and procurement departments ensuring compliance with sound financial management principles and practices.
6. 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.
7. Supervises consultants and junior staff assigned to project and programmatic activities.
8. 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.
9. Manages and maintains effective relations and initiates dialogue with partners and stakeholders.
10. Seeks to mobilise other partners to enhance impact and sustainability of programme and synergise efforts.

#### Description and Classification approval

Signature  
Title

  
Executive Director

Date

5 Nov, 2018

## PART B

## KEY BEHAVIOURAL COMPETENCIES

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

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Leadership & Systems Thinking:	<ul style="list-style-type: none"> <li>• Demonstrates ethical standards of practice as the basis of all interactions with organisations, communities and individuals;</li> <li>• Understands the socio-cultural, political and economic context within which CARPHA operates (Political acumen);</li> <li>• Contributes to/ensures the measuring, reporting and continuous improvement of organisational performance;</li> <li>• Targets and achieves results, overcomes obstacles, accepts responsibility, establishes standards and responsibilities, creates a result-oriented environment and follows through on actions;</li> <li>• Takes responsibility for personal performance and flexible in handling change;</li> <li>• Mentors, gives timely coaching, and offers assignments that challenge and grow a person's skills.</li> </ul>
Analytical/Assessment:	<ul style="list-style-type: none"> <li>• Uses/critiques methods and instruments for collecting valid and reliable quantitative and qualitative data;</li> <li>• Examines/evaluates the integrity of public health data and information;</li> <li>• Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information.</li> </ul>
Community Dimensions of Practice:	<ul style="list-style-type: none"> <li>• Creates, develops, recognises and/or assesses community linkages and relationships;</li> <li>• Maintains partnerships with all key stakeholders in public, private and civil society and international development partners;</li> <li>• Promotes public health policies, programmes and resources;</li> <li>• Uses/ensures community input when developing public health programmes;</li> <li>• Evaluates the effectiveness of community engagement strategies on public health programmes and resources.</li> </ul>
Public Health Sciences:	<ul style="list-style-type: none"> <li>• Has in-depth public health science skills;</li> <li>• Partners with other public health professionals in building the scientific base of public health;</li> <li>• Contributes to building the scientific base of public health;</li> <li>• Demonstrates strong technical/functional proficiencies and knowledge in areas of expertise.</li> </ul>
Policy Development and Programme Planning:	<ul style="list-style-type: none"> <li>• Contributes to policy options for public health programmes;</li> <li>• Demonstrates the use of public health informatics practices and procedures (e.g. use of information systems infrastructure to improve health outcomes);</li> <li>• Applies/ develops/implements strategies for continuous quality improvement;</li> <li>• Manages, implements and evaluates CARPHA's public health programmes and projects</li> </ul>
Financial Planning and Management:	<ul style="list-style-type: none"> <li>• Operates/manages programmes within current and forecasted budget constraints;</li> <li>• Negotiates/approves contracts and other agreements for the provision of services;</li> <li>• Demonstrates/applies public health informatics skills to improve programme operations;</li> <li>• Uses cost-effective, cost benefit, and cost-utility analyses in programmatic prioritization and decision making;</li> <li>• Develops and defends a programmatic and organisational budget;</li> <li>• Coordinates strategies for resource mobilization in the context of the environment while gaining support from decision makers and stakeholders.</li> </ul>
Cultural competency:	<ul style="list-style-type: none"> <li>• Considers the role of cultural, social, and behavioural factors in the accessibility, availability, acceptability and delivery of public health services;</li> <li>• Develops an awareness of cultures and communities, protocol, assumption and biases and identifies actions to reduce barriers to effective technical cooperation.</li> </ul>
Communication:	<ul style="list-style-type: none"> <li>• Applies communication and group dynamic strategies (e.g. principled and interest-based negotiation, conflict resolution, active listening, risk communication) in interactions with individuals and groups;</li> <li>• Participates in/presents/interprets demographic, statistical, programmatic, and scientific information for use by professional and lay audiences;</li> <li>• Knows when and how to attract, develop, reward and utilize teams to optimize results;</li> <li>• Acts to build trust, inspire enthusiasm, encourage others and help resolve conflicts;</li> <li>• Develops consensus in creating high performance teams.</li> </ul>
Human Resource Management & Development:	<ul style="list-style-type: none"> <li>• Applies basic human relations skills to the management of CARPHA, motivation of personnel and resolution of conflicts;</li> <li>• Engages in staff performance management;</li> <li>• Uses evaluation results to improve staff performance;</li> <li>• Manages and develops staff.</li> </ul>

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**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

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**Education (Qualifications)**

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

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**Experience**

A minimum of seven years of experience at a senior and supervisory level in a public health or surveillance institution.

Experience in epidemiology and/or public health training activities.

Experience with project design, development, implementation and management.

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**Languages**

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

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**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.