



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration:

- Limited Duration
 Fixed Term

Title	Category	Grade	Duty Station
Laboratory Technologist II / Senior Laboratory Technologist	P	P2	Trinidad

First Level Supervision Virologist

Second Level Supervision

Head of Laboratory Services
(Medical Microbiologist)

Signature:

Date: 11/10/16

Signature:

Date: 12/10/16

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.

Provides reference and technical services in Virology in support of priority disease surveillance and control programme areas (testing, data analysis, training functions).

4 Summary of Responsibilities

1. Assist the Virologist in laboratory activities in support of surveillance, control and research programmes.
2. Receives, ensures appropriateness, records and stores specimens/samples from local and regional institutions.
3. Performs laboratory tests, evaluates QC, and provides results in a timely manner.
4. Maintains and monitors systems for quality assurance in laboratory investigations.
5. Maintains and monitors inventory and usage of test materials.
6. Maintains and monitors equipment inventory and maintenance.
7. Compiles proficiency test panels, and participates in analysis of results and handling of communications associated with these tests.
8. Evaluates and/or implements new techniques/technologies, whether for internal or external use.
9. Conducts training and transfer of technology in CARPHA and CARPHA Member Countries (CMCs).
10. Collates and analyses laboratory data for decision making.
11. Practices and monitors implementation of high level of safety in the laboratory.
12. Keeps up to date on current methodologies and developments in the field.
13. Supervises staff of the unit, evaluates performance and recommends appropriate programmes for the development of staff within the unit.
14. Assists in updating of laboratory manuals, training materials, etc.
15. Assists in revising and locating relevant training materials in laboratory techniques.
16. Other related duties that may be assigned.

Continue on additional page if necessary....

Description and Classification approval

Signature
Title

Executive Director - CARPHA

Date

Oct 11/16

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

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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.
- Demonstrates a commitment to efficient and effective response to member states in emergency situations.
- Knowledge on laboratory systems, procedures and practices.
- Broad concepts on viral diseases related to public health.
- Broad concepts of microbiology and public health.
- Knowledge of laboratory management principles and practices.
- Managerial aptitude
- Good interpersonal, oral and written communication skills
- Leadership potential
- Analytical and systems-thinking skills
- Computer literacy
- Sensitivity to quality related to laboratory diagnosis
- Ability to follow practical guides to laboratory testing and safety
- Ability to demonstrate practical on-the-bench laboratory diagnostic tests
- Ability to exercise good judgment and to anticipate consequences
- Ability to translate decisions into appropriate action
- Ability to suggest or recommend appropriate solutions with some technical direction and advice
- Ability to adapt and adjust to a changing technical and organisational environment

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Education (Qualifications)

Bachelor degree in Medical Microbiology or other Biomedical Science with a major in Virology. Formal training in medical laboratory technology. Evidence of continuing medical education.

Desirable: Master or PhD in a Health Discipline

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Experience

3 to 5 years experience in Virology in a clinical or public health laboratory.

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Languages

Excellent knowledge of English.

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IT Skills

Demonstrated ability to effectively use a computer and utilize software programs (email, word processing, spreadsheet, presentation). Other IT skills and knowledge of other software programs such as Epi Info would be an asset.