



## **TERMS OF REFERENCE**

### **TOURISM HEALTH MONITORING & RESPONSE SYSTEM (THMRS)**

#### **PHASE II**

**TECHNICAL OPERATIONS OFFICER (Epidemiologist):** Duration - 2 years

This position will provide oversight for the technical operations of the Regional Tourism Health Monitoring & Response System Project (THMRS) including the development of a THMRS operational plan and manual, undertaking routine epidemiological and surveillance functions of the THMRS. 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, provides data and information about corrective actions or programs to promote and protect public health.

- Development of THMRS Operations Manual (6 months). A comprehensive instructional manual in both digital and paper format, as the principal knowledge base for the entire THMRS (inclusive of illness monitoring in accommodations (THiS), airlines, cruise ships, media, training, regional guidelines, standards, policy, sustainable funding). It will provide countries with detailed information on the scope of the THMRS, a step by step implementation guide, the institutional responsibilities of each participating stakeholder, inclusion in in country surveillance system, linkages to the protocols, training modules and regional policy/national policies to support the THMRS
- Pilot implementation of the THMRS Operations Manual (6 months)
- Provides oversight and prepares reports for the technical operations of the Regional THMRS system, inclusive of comprehensive THMRS Monthly reports comprising of
  - Monthly THiS report for illness information monitoring in accommodations
  - Monthly excel sheets of illness in cruise ships based on MDHs and CDC VSP alerts
  - Monthly reports of illness reports from the media
  - Monthly updates of country impact tables (based on THMRS components)
  - Immediate reports of alerts based on alerts from THiS, cruise ships, countries and media
- Conducts daily routine epidemiological and surveillance functions for the This system  
Coordinates monthly THMRS telecons with country steering committees, including addition of hotels to the system, and update the country THP action plan and conduct necessary follow up accordingly
- Conducts monthly Caribbean travel health network (CATHNET) meetings and provide monthly reports
- Provides monthly updated THiS presentation, inclusive of arrival data from CTO, and updated THiS report
- Provides bi yearly updates of arrival data chart

- Provides expertise and strong management support to drive the Project performance and deliver on set priorities and meet targets as appropriate
- Ensures timely submission of all Project work plans, budgets, periodic evaluations and reports per donor formats, as required
- Prepares regular Project updates inclusive of THMRS report for semiannual report, summaries, press releases and other relevant dissemination materials
- Update of country contact list for country response team, communication protocols (via list serve and WhatsApp group); contact list for ports, cruise ships and monthly distribution to PC and Project
- 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).
- Performs other related duties as assigned.

**Qualifications:**

At least an MPH with emphasis on epidemiology, health management or other similar qualification.

**Experience:**

At least 3-5 years in a related field working at senior level in an international organization. Familiarity in a project management environment would be an asset.