CARIBBEAN PUBLIC HEALTH AGENCY

JOB DESCRIPTION

PART A

1 Job Identification

Title: Programme Assistant – CR-FELTP
Category: P
Grade: P1
Duty Station: Trinidad

First Level Supervision: Programme Coordinator – CR-FELTP
Second Level Supervision: Assistant Director – Surveillance Disease Prevention and Control

Signature: Date: Feb 13, 2020
Signature: Date: Feb 13, 2020

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 and to support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community. CARPHA is serving as the Executing Agency for selected regional activities under a World Bank – funded Organisation for Eastern Caribbean States (OECS) Regional Health Project. The Project Development Objective (PDO) is to ‘improve preparedness capacities of health systems for public health emergencies in the OECS region’. The Project consists of the following Components:

1. Improved Health Facilities and Laboratory Capacity;
2. Strengthening Public Health Surveillance and Emergency Management;
3. Institutional Capacity Building, Project Management and Coordination;

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.

This position, under the supervision of the Programme Coordinator (CR-FELTP), will provide effective programme and administrative assistance to ensure the smooth implementation of programmatic operations of the OECS World Bank project in line with the rules and regulations of CARPHA and the World Bank

4 Summary of Responsibilities

1. Provide support to the Programme Coordinator with implementation of project activities related to the Caribbean Regional Field Epidemiology and Laboratory Training Programme (CR-FELTP).
2. Assist in the preparation of various programme documents such as workplans, budgets, use of funds and project reporting updates.
3. Assist in the preparation of reports, presentations, data analyses, and other documents relevant to the programme
4. Develop and maintain an efficient documentation and filing system for both paper and electronic records.
5. Assist with monitoring and evaluating planning, budget and resource coordination for the CR-FELTP and ensure adherence to CARPHA’s technical, administrative and financial standards
6. Liaise with Procurement Department on matters pertaining to the efficient purchase and timely delivery of services, supplies and equipment in accordance with the rules and regulations of CARPHA and the World Bank
7. Utilize the CARPHA financial and management system to establish purchase orders, contracts, obligation requests, etc.

Description and Classification approval

Signature: Title: Executive Director
Date: Feb 13, 2020

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Programme Assistant – CR-FELTP
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. |
| Communications for Public Health | 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 | 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 | 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 mobilization. |
| Caribbean Context and Small-Island Developing States | 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 public health in the Caribbean. |
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). |
| - Ability to write/originate routine correspondence and reports. |
| - Ability to organize, and carry out administrative processes such as; planning of meetings, acquisition of supplies and equipment, preparation of reports, taking and transcribing of minutes, etc. |
| - Full knowledge of office management systems and procedures |
Technical Expertise cont’d

- Project management
- Ability to multitask and prioritize daily workload
- Proactive approach to problem-solving with strong decision-making skills.
- Excellent interpersonal relationships.
- High level verbal and written communications skills
- Discretion with personal and confidential information

Education (Qualifications)

A Bachelor’s degree in Business Administration or Business Management with formal training in advanced secretarial procedures as evidenced by APS (Administrative Professional Secretaries) certificate or equivalent.

Experience

At least 5 years experience in administration

Experience in providing administrative support to a training programme will be an asset

Languages

Fluency in verbal and written English

IT Skills

Demonstrated ability to effectively use a computer and utilize software programmes such as Microsoft Office: Word, Excel, PowerPoint, Outlook, Publisher and SharePoint. Experience working with databases.

Summary of Responsibilities (cont’d)

8. Maintain a master calendar of all workshops, events, holidays, and vacations related to FELTP activities planned by CARPHA team and by Country Coordinators
9. Arrange meetings, workshops, seminars and conferences organized by the Team.
10. Arrange travel, hotel and other requests as needed for external participants invited to workshops and meetings in collaboration with the Logistics and Finance Officers responsible for Agency travel
11. Co-ordinate administrative and logistical arrangements for team members on duty travel in collaboration with the Logistics Officer responsible for Agency travel.
12. Assume the role as the primary point of contact between the CR-FELTPs Learning Management System (LMS) Administrator and the Team
13. Develop and maintain a strong working relationship with CARPHA staff and other stakeholders via telephone, e-mail or mail.
14. Communicate with external local, regional and international agencies on administrative and technical matters
15. Assist with producing publications for distribution on the CARPHA/FELTP website and social media by working with the Communications Unit
16. Participate in the review of work plans, evaluation and Programming documents.
17. Address requests, queries and feedback quickly and professionally
18. Perform other related duties as assigned.

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 Project and, in addition, as a term of your employment you may be required to undertake various other duties, related to the Project, as may reasonably be required.