CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1. Job Identification

<table>
<thead>
<tr>
<th>Title</th>
<th>Category</th>
<th>Grade</th>
<th>Duty Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Officer (Surveillance)</td>
<td>P</td>
<td>P3</td>
<td>Trinidad</td>
</tr>
</tbody>
</table>

First Level Supervision: Head, HCE
Second Level Supervision: Director, SDPC

Signature: [signature]  Date: Feb 10, 2020

2. Objective/Overview of the Programme

CARPHA’s mission is to provide strategic direction, in analyzing, 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. CARPHA is serving as the Executing Agency for selected regional activities under a World Bank – funded Organization 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.

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 is responsible for supporting the activities under Component 2, Strengthening Public Health Surveillance, with a focus on Surveillance, and in particular, in-country assessments, hospital and visitor based surveillance, national action plans for health security, joint external evaluation (JEE), development of relevant TORs, and provision of relevant reports.

4. Summary of Responsibilities (may continue on separate sheet if necessary)
1. Develop relevant terms of reference for consultancies under the World Bank OECS grant
2. Develop standardized templates for analyses and reports for in-country assessments of country’s surveillance, response, reporting and ability to use surveillance information capacities
3. Support the implementation of in-country assessments and production of relevant regional and national reports
4. Support the development of surveillance tables for annual Chief Medical Officers report
5. Support the development of hospital based (clinical infections) surveillance reports and its implementation at country and regional level
6. Support the capacity building initiatives and implementation of visitor-based surveillance for strengthening overall surveillance in countries, inclusive of provision of relevant reports
7. Provide support for the surveillance and health information component of the CARPHA mobile travellers health app.
8. Support the development of national action plans for health security
9. Support the implementation of the regional level, work on the joint external evaluation (JEE) self-assessment

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

Description and Classification approval

Signature: [signature]  Title: Executive Director  Date: Feb 10, 2020

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Technical Officer, Surveillance – World Bank  02/10/2020
# KEY BEHAVIOURAL COMPETENCIES

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

| Leadership and Managing Public Health Organization and Practice | 1. Practices the principles of effective leadership and communication for Operational Management and organizational development.  
2. Demonstrates effective day-to-day operational leadership of a team.  
3. Applies project management methods in the design, implement, and monitoring of projects and proposals  
4. Develops human resources under their supervision through mentorship, knowledge transfer activities, performance-based management, and lifelong learning  
5. Manages and coordinates mechanisms and partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors and disciplines to promote improvement of public health.  
6. Understands business-process re-engineering for public health, including incorporating mHealth and other health technologies to improve organizational efficiency and public health effectiveness.  
7. Demonstrates continuous quality improvement of critical functions such as public health surveillance and control systems to address new, emerging and re-emerging diseases and, and public health threats.  
8. Demonstrates leadership and management of public health systems in alignment with transnational influences such as the 2030 Agenda for Sustainable Development, the International Health Regulations 2005, the Innovative Care for Chronic Conditions Framework, and the Astana Declaration of 2011.  
| --- | --- |
| Communications for Public Health | 1. Manages, analyses and communicates health information to regional stakeholders.  
2. Practices communicating epidemiological evidence, to 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. Demonstrates proficiency in 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. Proficiency in the generation of evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups.  
2. Proficiency in the development and application of quantitative and qualitative research methodologies.  
3. Proficiency in the design and execution of health situation analysis of populations.  
4. Proficiency in the design and execution of health needs assessments of populations including the application of methods such as the Halton Method of prioritization.  
5. Supports the design and 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.  
6. Proficiency 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.  
7. Proficiency in the application of strategic planning methods and the development and execution of strategic plans.  
8. Proficiency in the conduct of impact-evaluation of population-level intervention and health service performance. |
| Public Health Emergency Preparedness, Mitigation, and Response | 1. Participates as a 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. Supports health-sector responses to public health emergencies, including establishment and management of emergency operations centres, incident command and control and emergency management teams.  
3. Supports a multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization. |
### KEY BEHAVIOURAL COMPETENCIES

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

| Caribbean Context and Small-Island Developing States | 1. Proficiency in developing and implementing population-based, health security interventions: effective of public health considerations of small-island developing states (SIDS).  
2. Develops and adapts relevant models of population-based, health security interventions targeting the built, natural, social and behavioural dimensions of environmental health to the Caribbean context.  
3. Adapts best-practice interventions targeting the social determinants of health in the Caribbean context.  
4. Implements cultural competency approaches to the practice of public health in the Caribbean.  
5. Understands whole-of-government and whole-of-society approaches to improve public health within the Caribbean.  
6. Proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states. |
2. Manages programmes within current and forecasted budget constraints.  
3. Utilises proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making.  
4. Participates in the mobilisation and channeling of 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. |

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### Technical Expertise

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

- 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 procurement techniques and tools.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Ability to work on own or with members of a team
- Ability to comfortably multi-task.
- Ability to adjust to changing priorities within demanding timeframes.

### Education (Qualifications)

**Essential:** At least a bachelor’s degree or equivalent in Epidemiology or public Health or related field  
**Desirable:** Relevant specialist knowledge or expertise acquired through experiential learning or postgraduate/professional qualifications in public health, communicable diseases and epidemiology and/or outbreak investigation.

### Experience

**Essential:** At least 5 years including field experience. Experience in communicable disease surveillance  
**Desirable:** Experience in capacity building, developing and promoting collaborative partnerships.

### 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 and SharePoint.