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>Director – Surveillance, Disease Prevention &amp; Control</td>
<td>P</td>
<td>P-7</td>
<td>Trinidad</td>
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</tbody>
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<table>
<thead>
<tr>
<th>First Level Supervision</th>
<th>Second Level Supervision</th>
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<tbody>
<tr>
<td>Executive Director, CARPHA</td>
<td>Chair, Executive Board</td>
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Signature: [Signature] Date: 16 April, ‘20 Signature: [Signature] Date: 16 April, ‘20

2. Objective/Overview of the Program

CARPHA’s mission in Caribbean Cooperation in Health is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, to prevent disease, promote and protect health and to respond to public health emergencies. A key function is to enhance national capacity to address new and emerging public health priorities through ongoing teaching, training and collaboration.

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 incumbent is a member of the CARPHA Executive Management Team and serves as CARPHA’s technical focal point to coordinate and direct public health surveillance and response activities related to conditions of regional and international importance. The incumbent will provide technical direction in strengthening existing and developing new initiatives in surveillance, disease prevention and control as well as on the uses of health information, epidemiology principles and methods as applied to the areas of public health surveillance, epidemiological assessments, planning and evaluation of the health situation. The incumbent will direct and coordinate the surveillance and laboratory functions of CARPHA to include training, research, planning and evaluation, mobilization of partners and resources to support delivery of the Agency’s mandate. Work objectives are defined in collaboration with the Executive Director and evaluated based on impact and quality of deliverables.

4. Summary of Responsibilities

1. Provide leadership to CARPHA’s activities related to the surveillance and epidemiology of diseases, Public Health trends, outbreak investigation and control and the preparation and implementation of plans, standards, guidelines and procedures for the Agency’s surveillance programme; advise on new initiatives to be undertaken in prevention and control.

2. Supervise staff, establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback and support staff development opportunities.

3. Oversee the functions of all CARPHA laboratories and ensure their integration into the Agency’s public health surveillance and response plans.

4. Manages key relationships with member states, regional and international development partners in collaboration with Office of the Executive Director.

5. Represents the office of the Executive Director and CARPHA as and when required.

6. Manages a complex range of human & financial resources from member states and development partners in collaboration with Director, Corporate Services and Office of the Executive Director.

7. Seek internal synergy and cost effectiveness in the use of Member States and partner resources.

8. Plans, programmes and oversees timely execution, monitoring, evaluation and reporting of multi-country, multi-partner programmes of work in CARPHA / CCH

9. Works closely with CARICOM Secretariat and PAHO in delivery of CCH & CARPHA Programmes.

10. Works with and through a range of networks and partnerships while leveraging Member States capacity.

11. Remains sensitive to Member States needs and public and political concern.

Description and Classification approval

Signature: [Signature] Date: 16 April, 2020

Signature

Title: Executive Director - CARPHA

Director – Surveillance, Disease Prevention & Control
Continued Summary of Responsibilities...

12. Advise and provide technical cooperation to promote sound epidemiological practices and improve surveillance and response for communicable and non-communicable diseases, risk factors and mortality in the CARPHA member states.

13. Coordinate and participate in the production and dissemination of accurate, reliable, timely and relevant public health information (including surveillance publications and situation analyses and links to social determinants) on conditions of public health importance and health trends in the region to regional and international audiences.

14. Advise and cooperate with member governments and organizations in setting up of national public health epidemiological surveillance systems for the collection, collation and analysis of information for the prevention and control of conditions of public health importance in the region.

15. Develops and coordinates systems for the investigation and control of disease outbreaks and effective response to threats and emergencies of public health importance. Builds capacity of member states to mount and sustain public health surveillance and response systems in accordance with International Health Regulations.

16. Takes a leadership role in defining effective public health interventions in the Caribbean, monitoring global developments and agreements and developing and adapting relevant models for various public health situations.

17. Manages the Division’s research undertakings ensuring that research, monitoring, in-depth evaluation and critical analysis are an integral part of work in prevention and control.

18. Participate in developing, conducting and evaluating training and mentoring programmes in epidemiology and surveillance for health care personnel to strengthen the practice of public health.

19. Participates as a member of the Agency’s Executive Management Team (EMT) to effect the Agency’s strategic objectives.

20. Perform other related duties as assigned.
PART B  

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. Demonstrates excellence in effective leadership and communication for strategic visioning and organisational development.  
2. Demonstrates excellence in effective day-to-day operational leadership of a team.  
3. Demonstrates excellence in the application of project management methods to design, implement, and monitoring as well as evaluate population-level public health interventions aimed at realising health in all policies.  
4. Demonstrates excellence in developing human resources for health through mentorship, knowledge transfer activities, performance-based management, and lifelong learning for the workforce and key actors.  
5. Demonstrates excellence in establishing and managing coordination mechanisms and strategic partnerships such as transnational advocacy networks, laboratory networks, and communities of practice with key sectors and disciplines to promote improvement of public health.  
6. Demonstrates excellence in business-process re-engineering for public health, including incorporating health and other health technologies to improve organisational efficiency and public health effectiveness.  
7. Demonstrates excellence in 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 excellence in strengthening 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 2018.  
| Communications for Public Health | 1. Demonstrates excellence in application of methodologies, technologies and good practices for the management, analysis, and communication of health information.  
2. Demonstrates excellence in 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. High 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. High proficiency in the development and application of quantitative and qualitative research methodologies.  
3. High proficiency in the design and execution of health situation analysis of populations.  
4. High proficiency in the design and execution of health needs assessments of populations including the application of methods such as the Halo Method of prioritization.  
5. Demonstrates excellence in 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. High 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. High proficiency in the application of strategic planning methods and the development and execution of strategic plans.  
8. High proficiency in the conduct of impact-evaluation of population-level intervention and health service performance. |
| Public Health Emergency Preparedness, Mitigation, and Response | 1. Demonstrates excellence in the development of public health emergency preparedness and management plans, including the use of best-practice tools to conduct hazard and vulnerability assessments, mitigation and continuity of business planning.  
2. Demonstrates excellence in supporting health-sector responses to public health emergencies, including establishment and management of emergency operations centres, incident command and control and emergency management teams.  
3. Demonstrates excellence in supporting a multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization. |
| Caribbean Context and Small-Isl and Developing States | 1. High proficiency in developing and implementing population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS).  
2. Demonstrates excellence in developing and adapting relevant models of population-based, health security interventions targeting the built, natural, social and behavioural dimensions of environmental health to the Caribbean context.  
3. Demonstrates excellence in developing and adapting best-practice interventions targeting the social determinants of health in the Caribbean context. |
### KEY BEHAVIOURAL COMPETENCIES

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

<table>
<thead>
<tr>
<th>Health Economics and Public Health Financing</th>
<th>6</th>
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<tbody>
<tr>
<td>1. Demonstrates excellence in the development of programmatic and organisational budgets.</td>
<td>4. Demonstrates excellence in implementing cultural competency approaches to the practice of public health in the Caribbean.</td>
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<td>2. Demonstrates excellence in the operation and management of programmes within current and forecasted budget constraints.</td>
<td>5. Demonstrates excellence in the use of whole-of-government and whole-of-society approaches to improve public health within the Caribbean.</td>
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<tr>
<td>3. Utilises high proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making.</td>
<td>6. High proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states.</td>
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### Technical Expertise (list and describe, in order of priority, the abilities required to perform the job.)

- Ability to mobilize resources by initiating, developing, maintaining and leveraging partnerships with key stakeholders and international partners.
- Ability to effectively promote and articulate the Agency’s role, function, programmes and initiatives in regional and international circles through the consistent application of communication policies and strategies.
- Demonstrates commitment to efficient and effective response to member states in emergency situations.
- Experience at the executive level dealing with international funding agencies would be a definite asset.
- Extensive progressive experience at a senior decision-making level in particular, in managing complex health programs/health systems at both national and international levels. Wide and varied knowledge of public health problems and health management processes. Monitoring and reporting of program performance and provision of authoritative technical advice.
- In depth knowledge of public health issues and trends, epidemiological theory, principles and practices and surveillance techniques, systems and procedures.
- Excellent knowledge of the principles and recent developments in epidemiology and biostatistics including the advanced use of statistical packages: SPSS, STATA, EPIINFO and others. Experience in working with large data sets. Demonstrated ability in the application of epidemiological techniques and procedures for analyzing the magnitude of conditions affecting the health of the population, determining factors which influence the magnitude of these conditions and applying and evaluating selections interventions designed to reduce the magnitude of conditions.
- Demonstrated ability in the design of methods and strategies to produce, analyze data, use and share information with a variety of actors in different environments.
- Ability to analyze trends to identify the risks and benefits of different options for data collection and validation.
- Strong professional oral and writing skills, including the development of reports, oral presentations, and the technical/persuasive documents for consideration at the highest levels of the organization.

### Education (Qualifications)

A medical degree and a master’s degree in epidemiology or public health.

### Experience

At least 10 years of combined national and international experience in activities related to the application of epidemiological principles and methods in the design, implementation and management of surveillance systems; epidemiological analysis, training, research and outbreak investigation and control. Experience should include managerial responsibilities involving the provision of epidemiological support, the direction and evaluation of programmes and implementation of epidemiological surveillance systems.

### Languages

Excellent knowledge of English. Knowledge of French and/or Spanish is desirable.

### IT Skills

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint, SharePoint and Outlook. Other IT skills and knowledge of other software programs such as Visio and Project would be an asset.