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>
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<tbody>
<tr>
<td>CariPHLN Manager</td>
<td>P</td>
<td>P-3</td>
<td>Trinidad</td>
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</table>

First Level Supervision: Head, Laboratory Services and Networks

Second Level Supervision: Assistant Director - SDPC

Signature: [Signature]

Date: 03/04/2020

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. To support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community.

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 Caribbean Public Health Laboratory Network (CariPHLN), is a Caribbean specialized network established by CARPHA. The Network has a mission, composition, function, members, and collaborators that were established under the terms of reference in order to achieve the objectives set by the CARPHA Member States.

CARPHA established the CariPHLN and the Executive Committee of CariPHLN to guide the coordination and management of the network with advice as needed from the CariPHLN Technical Advisory Committees.

CARPHA’s core objectives that relate to laboratory networks are as follows:

a) To support and coordinate development of regional standards and networks related to laboratory practice, other public health information and communication systems.

b) Conduct relevant research on public health priorities for the Caribbean.

4 Summary of Responsibilities

Under the supervision of the Head, Laboratory Services and Networks, and the Assistant Director, Surveillance Disease Prevention and Control (SDPC) and the collaboration with other staff of CARPHA, the incumbent will undertake the following:

1. Conduct a review of CariPHLN terms of reference, structure and activities.

2. Develop a business plan for the sustainability of CariPHLN.

3. Coordinate and participate in CariPHLN activities in CARPHA Member States, including facilitating access to subject matters experts on issues of quality, safety and training within the network to address the implementation of appropriate policies and systems.

4. Promote the Regional Integrated Laboratory Strategy with emphasis on the benefits of CariPHLN to achieve the harmonization of systems, standards and protocols that facilitate integration, interventions and monitoring in the field of Public Health Laboratories in the network.

Cont’d....

Description and Classification approval

Signature: [Signature]

Title: Executive Director - CARPHA

Date: 03/04/2020

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Caribbean Public Health Laboratory Network (CariPHLN) Manager

04/03/2020
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<th>Part</th>
<th>Key Behavioural Competencies</th>
<th>Details</th>
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<tr>
<td>5. Leadership and Managing Public Health Organization and Practice</td>
<td>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 mHealth 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. 9. Demonstrates excellence in the ethical practice of public health.</td>
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<td>Communications for Public Health</td>
<td>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.</td>
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<td>Evidence-Based Policy and Planning, Regulation and Control</td>
<td>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 Halon 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.</td>
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<td>Public Health Emergency Preparedness, Mitigation, and Response</td>
<td>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.</td>
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<td>Caribbean Context and Small-Island Developing States</td>
<td>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.</td>
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**Technical Expertise** *(List and describe, in order of priority, the abilities required to perform the job.)*

- Ability to initiate, develop, maintain and leverage 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.
- Expertise in developing and implementing strategies that promote the incorporation of new laboratory technologies for microbiology in health agendas and integrated national health plans and services, particularly within public health laboratory networks.
- Teaching ability in the provision of advice and training on the use of microbiological methods in disease control.
- Ability to cooperate with national and international staff in disease surveillance activities.
- Ability to work in teams.
- Ability to design and develop project interventions.
- Excellent knowledge of quality management systems.
- Strong professional writing skills including the development of reports, oral presentations, and technical/persuasive documents for consideration at the highest levels of the Organization.

**Education (Qualifications)**

**Education**
University degree in Management or health-related discipline with experience in a Public Health setting.

**Experience**

At least 5 years of professional experience in a public health laboratory. Experience in Networks Management would be an asset.

**Languages**

Excellent knowledge of English. Working knowledge of French/Spanish will be an asset.

**IT Skills**

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office applications, including database applications and laboratory information systems.
SUMMARY OF RESPONSIBILITIES (Cont’d)

5. Coordinate communication and dissemination of information among member laboratories, agencies, and other networks for CariPHLN’s effective and timely response.

6. Advocate for, and support the development and implementation of policies, procedures and systems for promoting sound laboratory practices within CMS.

7. Develop and maintain working relationships on behalf of CariPHLN with other networks and partners in the Region e.g. CASMET, CMLF, OECS, PAHO, PHAC, PANCAP, etc.

8. Actively participate in efforts to mobilize resources and in the development of project proposals to obtain funding for the function of the laboratory network.

9. Provide support to the Laboratory Management Team, CMML as may be required.

Deliverables:

1. A CariPHLN business plan to be submitted for consideration by the CARPHA Executive Management Team. (Q1)

2. Monthly progress reports for activities conducted, challenges encountered, and mitigation steps taken to avoid recurrence (ongoing).

3. Quarterly progress reporting to the Assistant Director, SDPC for review by CARPHA EMT and then members of CariPHLN. (Q1, Q2, Q3, Q4)

4. Reports and minutes available to reflect CariPHLN related activities undertaken including hosting CariPHLN meetings (virtual/face-to-face), teleconferences of the HIV Drug Resistance Laboratory Strengthening Group, and projects e.g. World Bank OECS Project, in close collaboration with CMML staff, focal points and members of the Network (ongoing).

5. Submit at least two (2) proposals for funding CariPHLN for review by CARPHA Technical Advisory Committee for the period 2022/2023. (Q2)

6. Prepare progress reports on activities of CariPHLN to be shared with the CARPHA Executive Board. (Q3)

7. Prepare communications to be sent to member of CariPHLN for activities to be undertaken (ongoing).

8. Provide support to staff of CMML as required.

9. Other related duties as assigned by the Head, Laboratory Services and Networks.