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>Programme Officer</td>
<td>P</td>
<td>P3</td>
<td>Trinidad</td>
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</tbody>
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First Level Supervision: Programme Coordinator
Second Level Supervision: Director – Corporate Services

Signature: [Signature]
Date: August 13, 2020

Objectives/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. CARPHA is currently serving as the Executing Agency for the 11th EDF Programme of Support for Health Security Strengthening for Prevention and Control of Outbreaks of Communicable Diseases in the Caribbean. The specific objective of this project is to improve health security in the region, including the detection, surveillance, prevention, control and response to epidemics of Communicable diseases, such as COVID-19. The expected results of the project are as follows:

1. Increased capacity for detection, monitoring and surveillance of Communicable Diseases, including COVID-19, in the Caribbean;
2. Increased capacity of CARPHA and CARPHA Member States to respond to and manage outbreaks of COVID-19 and other Communicable diseases;
3. Strengthened public education and behaviour change programmes on Communicable diseases;
4. Strengthened regional coordination mechanisms for prevention and response to Communicable diseases;
5. Institutional capacity of CARPHA strengthened to effectively support the Caribbean in preparing for and responding to public health emergencies

CARPHA is also serving as the Executing Agency for other Projects financed by our International Development Partners (IDPs) in Regional Health Security and other programmatic areas at CARPHA.

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 of Programme Officer has general oversight for the 11th EDF Programme of Support for Health Security Strengthening for Prevention and Control of Outbreaks of Communicable Diseases in the Caribbean and at least two (2) additional Projects, and is responsible for the administration, planning, monitoring and reporting on the Projects. The successful candidate manages the Projects in the portfolio in a coordinated fashion, in support of the CARPHA Strategic Plan.

4. Summary of Responsibilities (may continue on separate sheet if necessary)

Project Planning, Implementation and Coordination

1. Serve as the focal point for all operational matters related to the Projects and promote adherence to, and compliance with guidelines, rules, and procedures of the European Union and other relevant International Development Partners (IDPs).
2. Oversee the development of the Annual Work Plan (AWP) for the Projects in keeping with principles of Results Based Management (RBM).
3. Monitor implementation of all project activities to ensure that they are implemented in line with the Project Design Document and Annual Work Plans.

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Signature: [Signature]
Title: Executive Director
Date: August 13, 2020

Programme Officer – European Union

08/13/2020
### Key Behavioural Competencies

**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 Health 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, 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 2018.

**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 Halon 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.

**Caribbean Context and Small-Island Developing States**

1. Proficiency in developing and implementing population-based, health security interventions reflective 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.
PART B

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

| Health Economics and Public Health Financing | 1. Activity participants in the development of programmatic and organizational budgets. |
|                                           | 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 channelling 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. |

6 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.
- Knowledge of project management tools and techniques.
- Sound knowledge of management principles and practices and a firm understanding of project management and planning tools.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Highly organized with ability to work independently or with members of a team.
- Ability to comfortably multi-task.
- Ability to adjust to changing priorities within demanding timeframes.
- Basic understanding of the macro context ("big-picture") of health development in the Caribbean region preferred.

7 Education (Qualifications)

At least a Bachelor’s degree in Management, Social Sciences, Public Health or a related field from a recognized university

Project Management qualification as evidenced by professional certification and/or any equivalent combination of experience and training.

8 Experience

- At least 5 years’ experience working at a senior level with responsibility for the management of projects, of which at least two should be at a regional/international organization.
- Experience in the use of project management tools such as logical frameworks.
- Knowledge of and experience in the application of results-based management principles.
- Knowledge of and experience in the application of administrative, financial, procurement and other procedures of the European Union and other international and donor agencies.
- Excellent written, verbal communication and presentation skills.
- Ability to establish and function within and contribute to a collegiate team environment.
- Ability to work with minimal supervision in a dynamic and challenging environment.
- Ability to multi-task and handle a high volume of work and function in a fast-paced environment.

9 Languages

Fluency in verbal and written English.

10 IT Skills

Demonstrated ability to use a computer with knowledge of windows-based applications, e.g. Microsoft Office, MS Project or other PM software, Outlook and SharePoint.

Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Webex, GoTo Meetings etc.
DUTIES & RESPONSIBILITIES (Cont’d)

Project Planning, Implementation and Coordination
5. Develop and update Issues Log for the Projects and make recommendations for high priority issues that need to be escalated to facilitate successful execution of activities.
6. Review and revise, for quality control, Terms of Reference (ToRs) (for services) prepared by Subject Matter Experts (SMEs) in CARPHA
7. Coordinate preparations for the meetings of the Project Steering Committee (PSC)
8. Support the execution of the Secretariat functions of the Project Steering Committee(s): minute-taking, preparation of agenda, convening meetings, and preparation of meeting venue
9. Provide advice on synergies and opportunities for collaboration between the 11th EDF Programme and other IDP-funded projects being executed by CARPHA, to support CARPHA in fulfilling its mandate.
10. Apply principles of programme management to promote alignment of the Projects to the CARPHA Strategic Plan and to ensure that the Projects are organized and executed in a consistent manner

Procurement, Finance and Administration
1. Assist the Procurement Officer with the updating of the Procurement Plans for the Projects.
2. In collaboration with the Finance Officer, prepare expenditure forecasts and conduct periodic expenditure variance analyses with explanations for large variances.
3. Review and analyse financial reports prepared by the Finance Department and ensure that all expenditure in accordance with the project budgets.
4. Make recommendations and prepare documentation for the reprogramming of funds in keeping with the rules and regulations of the European Union and other relevant IDPs for reprogramming of funds
5. Assist the Finance Division with preparations for financial audits.
6. Liaise with the relevant internal stakeholders, including the Communications Department, to develop and publish communication material that brings visibility to the support provided by the European Union and other relevant IDPs. Refer and adhere to the Communication and Visibility Guidelines of the European Union and other relevant IDPs.

Monitoring and Evaluation and Reporting
1. Support the Monitoring and Evaluation (M&E) Specialist/Officer with the development and implementation of the monitoring and evaluation arrangements for the Projects
2. Assist the Monitoring and Evaluation Officer with the updating of the status of achievement of targets for performance indicators in the Results Framework for the Projects.
3. Prepare performance reports for presentation to the Meetings of the Project Steering Committee.
4. Prepare Interim Progress Reports and Final Implementation Reports for submission to the European Union and other relevant IDPs.
5. Develop project status information, and other analytical summaries for meetings, briefs, discussions and presentations as needed.
6. Convene periodic project monitoring meetings with internal stakeholders to discuss implementation progress, bottlenecks, challenges and other matters related to execution of the project – prepare agenda, follow-up on decisions taken at Project Meetings, etc.

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.