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>Senior Technical Officer (Non-Communicable Diseases)</td>
<td>P</td>
<td>P4</td>
<td>Trinidad</td>
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First Level Supervision: Head – Chronic Disease and Injury (CDI)

Second Level Supervision: Director – Surveillance, Disease Prevention & Control

Signature: [Signature]
Date: August 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. 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.

Under the direct supervision of the Head of Department, Chronic Disease and Injury, and in close collaboration with other CARPHA Departments and adopting the health through the life course approach, the post holder will provide technical support to CARPHA Member States (CMS) for developing policies, strategies and programme activities to strengthen surveillance and response to non-communicable diseases (NCDs) including initiatives focused on injuries, chronic diseases and their risk factors (cardiovascular disease, stroke, hypertension, diabetes, cancer, and obesity), tobacco use, and physical activity; facilitate the adoption of evidence-based public health interventions in these areas as well as of appropriate reforms/changes with a view to promoting equity through the life course and accelerating the movement towards Universal Health Coverage.

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

1. Carries out activities to strengthen the capacity of CARPHA, CMS and relevant institutions in support of planning, development, implementation, monitoring and evaluation of national policies and strategies for non-communicable disease (NCD) prevention and control and health systems development in the region including violence and injuries, and their risk factor reduction.

2. Contributes to the development of a CARPHA specific strategy in the area of NCDs, risk factor reduction, injuries and violence, with a view to promoting multisectoral approaches focusing on the implementation of initiatives that are a priority for CARPHA and CMS.

3. Supports national counterparts in conducting needs assessments and burden of disease studies and collating the evidence about the NCD burden, their risk factor reduction, injuries, and violence.

4. Provides technical support to develop non-communicable disease surveillance systems, provide high quality analyses for monitoring and evaluating interventions for the prevention and control of NCDs and in the compilation and analyses of existing evidence, data and studies on NCD issues and related policies and interventions towards Universal Health Coverage, attainment of the Sustainable Development Goals and CCH IV. Helps build the knowledge base on the social determinants of NCDs through the life course.

5. Supports evidence-based decision making, helps CARPHA and CMS further develop systems and mechanisms for the monitoring of the situation and the evaluation of policies, strategies and interventions for the prevention and control of NCDs.

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Description and Classification approval

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

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Snr. Technical Officer - NCD  
08/13/2020
### 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 reaaising 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 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 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. |
| 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-Island 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.
4. Demonstrates excellence in implementing cultural competency approaches to the practice of public health in the Caribbean.
5. Demonstrates excellence in the use of whole-of-government and whole-of-society approaches to improve public health within the Caribbean.
6. High proficiency in strategic planning for aligning global health initiatives with priorities of CARPHA member states.

Health Economics and Public Health Financing

1. Demonstrates excellence in the development of programmatic and organisational budgets.
2. Demonstrates excellence in the operation and management of programmes within current and forecasted budget constraints.
3. Utilizes high proficiency in the use of cost-effectiveness, cost benefit, and cost-utility analyses in programmatic prioritization and decision making.
4. Demonstrates excellence in the mobilization 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 mobilize resources by initiating, developing, maintaining and leveraging 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.
- Thorough knowledge of the situation in the Caribbean with regard to non-communicable diseases.
- Good understanding of CMS’s needs and priorities, of issues and policies in various aspects of non-communicable diseases, of main stakeholders and actors involved in this area.
- Knowledge of the regional and global situation and policies in the area of non-communicable diseases and in the strategies and programmes of various international agencies.
- Sound technical and policy advisory skills.
- Experience of building networks and relationships with stakeholders and contributing to key strategies.
- Knowledge of public health issues and trends, particularly in the Caribbean
- Ability to work under pressure and to tight deadlines.
- Experience and demonstrated success in planning, undertaking and managing projects.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Excellent proposal development skills.
- Good leadership and mentoring skills.
- Ability to work as a team member and exercise tact and discretion at all times.

7 Education (Qualifications)

Essential: Advanced university degree in Public Health, Health Management or Epidemiology

Desirable: Highly relevant specialists: knowledge or expertise in NCDs prevention and control acquired through experiential learning or postgraduate/professional qualifications in surveillance, monitoring and evaluation, health service development, health policy and planning and project management or related discipline. A MBBS or MD degree or clinical experience in NCDs would be an asset.

8 Experience

Essential: At least seven years experience in the area of non-communicable diseases prevention and control with experience in programme management and evaluation, policy development, strategic plan, health services management, risk factor reduction, research and disease surveillance development and evaluation.

Desirable: Experience working in the Caribbean. Experience and aptitude to mentor staff.

9 Languages

Excellent knowledge of written and spoken English. Working knowledge of Spanish and/or French will be an asset.
Proficient in the use of a variety of database tools, spreadsheets, word processing and presentation software (e.g. Microsoft Office) and retrieving information through the internet.

Ability to use statistical software and epidemiological packages (for example: SAS, SPSS, STATA, EPI INFO) and GIS/mapping software desirable.

Demonstrated ability to manage the use of web conferencing platforms such as Zoom, Webex, GoTo Meetings etc.

**DUTIES & RESPONSIBILITIES (Cont’d)**

6. Ensures the availability at all levels of relevant and reliable evidence, data and information on NCD issues and needs, policies, strategies and interventions. Helps develop sustainable initiatives for evidence-based policy dialogue on NCDs prevention and control and related matters.

7. Disseminates global and regional commitments and best practices, identifies their application in CMS, and supports the development of country specific and locally appropriate collaborative action plans for implementation in line with regional and global frameworks.

8. Works to identify key gaps and needs in the NCD area and helps build up the capacity of CMS and other key stakeholders including the development and delivery of training programmes.

9. Provides technical support to the implementation of national plans and key activities in the area of NCDs prevention and control.

10. Establishes a network of technical partnerships and collaborates fully within CARPHA and across technical teams, with external agencies, academia, the private sector and international agencies.

11. Supports the strengthening of CARPHA’s role in global health in NCD matters, including the coordination and promotion of various models of collaboration and knowledge transfer about appropriate policy, public health, environment, and clinical interventions to reduce the burden of non-communicable diseases.

12. Provides coordination, drafting support and technical input for CARPHA publications on the development of food and nutrition policy, donor proposals, events, and other work including dissemination and sharing of experience in relevant national and international contexts.

13. Contributes to the relevant external relationships, representation, communication, resource mobilization and advocacy work of CARPHA.

14. Supports information brokering function of CARPHA through contributions to the health information repository at CARPHA by collation, analysis and sharing of relevant health information and statistics.

15. Initiates, leads, conducts and supports original research and audit processes as required and collaborates on relevant projects both internally and externally.

16. Develops and maintains own skills and knowledge as part of continuing professional development.

17. Provides overall direction to assigned staff, monitor and oversee progress, provide guidance and take timely action to ensure delivery and achievement of desired objective.

18. Participates fully in office meetings and contribute to routine reporting requirements by preparing or ensuring the timely preparation and submission of all programme/project reports.

19. Participates in the development and preparation of regular updates, administrative and technical reports, conference abstracts, presentations, press releases and other relevant materials including communication tools such as situation reports, briefing notes and on-line resources to share and communicate with a range of internal and external stakeholders.

20. Performs other duties as may be assigned or instructed, including providing support to other areas of work and departments or teams as required.

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.