



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration: Limited Duration
 Fixed Term

Title	Category	Grade	
Chief - Bacteriology	P	P4	
First Level Supervision	Laboratory Director	Second Level Supervision	Director – Surveillance, Disease Prevention & Control
Signature: ▶	Date:	Signature: ▶	Date:

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.*

This position provides leadership and technical expertise in clinical Bacteriology oriented to public health. It will be responsible for the development and implementation of a strategic plan for the Unit of Bacteriology at CARPHA Laboratory, in support of the Agency’s Epidemiology and Surveillance program, including the development and implementation of the Bacteriology Unit’s work plan. The position works closely with the Laboratory Director and with the Quality and Biodata Managers to ensure the efficient and effective delivery of quality services in the Caribbean laboratory network.

4 Summary of Responsibilities

1. In coordination with the Laboratory Director, provide technical assistance for the efficient management of the Unit of Bacteriology in order to provide technical support to the surveillance program of CARPHA, and a quality technical and scientific service in the Caribbean laboratory network.
2. Provide hands-on technical expertise and supervision for Bacteriology laboratory services.
3. Formulate, elaborate and prepare plans of action for the implementation of new Bacteriology methods and techniques to provide appropriate response in disease surveillance and outbreak investigation, including molecular biology tools.
4. Promote and support the development of laboratory networks.
5. Promote effective laboratory bio-risk management and good laboratory practices at CARPHA and National Laboratories.
6. Monitor and analyze Bacteriology laboratory data and generate appropriate and timely reports as part of the coordination of a laboratory based surveillance system in the sub-region
7. Disseminate technical information for various public audiences on disease trends in the region and on new advances in Bacteriology.
8. Provide advice and assistance to national authorities, with emphasis on Bacteriology, in surveillance and control of communicable diseases and in the investigation of outbreaks in accordance with International Health regulations.
9. Provide technical advice and assistance to member states for the assessment and solution of priority disease problems.
10. Assist in the development and coordination of national laboratory technical capabilities including quality management, especially in Bacteriology in collaboration with the national laboratory directors.

Continued.....

Description and Classification approval

Signature _____
Title **Executive Director - CARPHA**

Date _____

KEY BEHAVIOURAL COMPETENCIES

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

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Leadership & Systems Thinking:	<ul style="list-style-type: none"> • Demonstrates ethical standards of practice as the basis of all interactions with organisations, communities and individuals; • Understands the socio-cultural, political and economic context within which CARPHA operates (Political acumen); • Contributes to/ensures the measuring, reporting and continuous improvement of organisational performance; • Targets and achieves results, overcomes obstacles, accepts responsibility, establishes standards and responsibilities, creates a result-oriented environment and follows through on actions; • Takes responsibility for personal performance and flexible in handling change; • Mentors, gives timely coaching, and offers assignments that challenge and grow a person's skills.
Analytical/Assessment:	<ul style="list-style-type: none"> • Uses/critiques methods and instruments for collecting valid and reliable quantitative and qualitative data; • Examines/evaluates the integrity of public health data and information; • Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information.
Community Dimensions of Practice:	<ul style="list-style-type: none"> • Creates, develops, recognises and/or assesses community linkages and relationships; • Maintains partnerships with all key stakeholders in public, private and civil society and international development partners; • Promotes public health policies, programmes and resources; • Uses/ensures community input when developing public health programmes; • Evaluates the effectiveness of community engagement strategies on public health programmes and resources.
Public Health Sciences:	<ul style="list-style-type: none"> • Has in-depth public health science skills; • Partners with other public health professionals in building the scientific base of public health; • Contributes to building the scientific base of public health; • Demonstrates strong technical/functional proficiencies and knowledge in areas of expertise.
Policy Development and Programme Planning:	<ul style="list-style-type: none"> • Contributes to policy options for public health programmes; • Demonstrates the use of public health informatics practices and procedures (e.g. use of information systems infrastructure to improve health outcomes); • Applies/ develops/implements strategies for continuous quality improvement; • Manages, implements and evaluates CARPHA's public health programmes and projects
Financial Planning and Management:	<ul style="list-style-type: none"> • Operates/manages programmes within current and forecasted budget constraints; • Negotiates/approves contracts and other agreements for the provision of services; • Demonstrates/applies public health informatics skills to improve programme operations; • Uses cost-effective, cost benefit, and cost-utility analyses in programmatic prioritization and decision making; • Develops and defends a programmatic and organisational budget; • Coordinates strategies for resource mobilization in the context of the environment while gaining support from decision makers and stakeholders.
Cultural competency:	<ul style="list-style-type: none"> • Considers the role of cultural, social, and behavioural factors in the accessibility, availability, acceptability and delivery of public health services; • Develops an awareness of cultures and communities, protocol, assumption and biases and identifies actions to reduce barriers to effective technical cooperation.
Communication:	<ul style="list-style-type: none"> • Applies communication and group dynamic strategies (e.g. principled and interest-based negotiation, conflict resolution, active listening, risk communication) in interactions with individuals and groups; • Participates in/presents/interprets demographic, statistical, programmatic, and scientific information for use by professional and lay audiences; • Knows when and how to attract, develop, reward and utilize teams to optimize results; • Acts to build trust, inspire enthusiasm, encourage others and help resolve conflicts; • Develops consensus in creating high performance teams.
Human Resource Management & Development:	<ul style="list-style-type: none"> • Applies basic human relations skills to the management of CARPHA, motivation of personnel and resolution of conflicts; • Engages in staff performance management; • Uses evaluation results to improve staff performance; • Manages and develops staff.

6 **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.
- Excellent skills in technology transfer, standard operating procedure, external quality assessment schemes, professorship and fellowship in bacteriology technical cooperation.
- Expertise in developing and implementing strategies that promote the incorporation of new laboratory technologies for Bacteriology 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 bacteriology 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.

7 **Education (Qualifications)**

MD degree or Doctorate in Pharmacy or Veterinarian Medicine, with a Board Certification in Medical Microbiology or in Medical Biology-Bacteriology.

A PhD in Microbiology or Molecular Biology would be an asset.

8 **Experience**

Seven years of experience in Medical Bacteriology including Mycobacteriology, with particular emphasis on laboratory bacteriological techniques.

Practical experience at national and international level in activities related to the laboratory-based evidence for surveillance and control of transmissible diseases caused by bacteriological agents.

Experience with project design, development and implementation.

Good track record of publication of applied research in peer reviewed journals.

Mentoring, supervisory and managerial experience would be an asset.

Experience at reference laboratory level would be an asset.

Experience of working in the Caribbean is desirable.

9 **Languages**

Excellent knowledge of English. Knowledge of French and/or Spanish would be an asset.

10 **IT Skills**

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office (Word, Excel, PowerPoint, SharePoint and Outlook) and Laboratory Information Management Systems.

SUMMARY OF RESPONSIBILITIES (Cont'd)

11. Conduct research programs or special studies on Bacterial diseases important to the Caribbean region.
12. Collaborate in the development and dissemination of publications and other written or electronic materials providing editorial support in the technical area of expertise.
13. Develop and participate in training programs for laboratory technologists, medical students and health personnel in CARPHA member countries.
14. Provide a mentoring role in bacteriology to staff of the Bacteriology Unit. Sets departmental and individual employee goals and undertakes routine evaluations of progress toward these goals. Identifies and promotes professional growth opportunities for staff.
15. Developing and sustaining partnerships, identifying and mobilizing information, human and financial resources for the prevention and control of bacterial diseases.
16. Participate in the preparation of annual work plans and annual reports and other Agency publications, providing editorial support in the technical area of expertise.
17. Perform other related duties, as assigned.