



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration: Limited Duration
 Fixed Term

Title	Category	Grade
Head - Non-Communicable Diseases & Life Course	P	P5
First Level Supervision	Director – Surveillance, Disease Prevention & Control	Second Level Supervision
		Executive Director
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.*

Under the direct supervision of the Director – Surveillance, Disease Prevention & Control, this position manages the operations of the Department of Non-Communicable Diseases & Life Course (NCD) , and participates in the planning and development of policies and strategies for the provision of epidemiologic, technical, information and training services to CARPHA Member Countries (CMCs); ensures the key linkage between the Department of NCD and other departments and units; advises the Director - Surveillance and other relevant staff on appropriate technical matters, and; ensures the technical quality and relevance of departmental outputs. The position also oversees the monitoring and evaluation of the performance and development of personnel within the NCD Department and is a member of the Departmental Management Team (DMT).

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

1. Provides technical and managerial leadership to departmental staff, managing the day to day activities and promoting communication and collaboration within the NCD Department and across all Departments in the Division and beyond;
2. Facilitates the development and implementation of the relevant work plans while promoting collaboration and coordination, and ensuring the monitoring and evaluation of related activities;
3. Promotes the generation of evidence on non-communicable diseases and their risk factors, as well as co-morbidities and contribute to informed policy decisions by CMCs and provide cutting edge policy advice including for intersectoral actions.
4. Provides technical advice to support improvement in information systems for non-communicable diseases and the monitoring of progress towards Millennium Development Goals, Universal Health Coverage and post-2015 Sustainable Development Goals;
5. Provides specialist technical expertise and support for the development and adaptation to the regional context of relevant normative materials (including the production and/or adaptation of reports, guidelines, SOPs).

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.

Description and Classification approval

Signature _____
Title Executive Director

Date _____

PART B

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 and effective response to member states in emergency situations.
- In depth knowledge of public health issues and trends, epidemiological theory, principles and practices in relation to NCDs.
- Knowledge of the situation in the Caribbean with regard to non-communicable diseases and their risk factors, with good understanding of the regions needs and priorities, issues and policies in various aspects of non-communicable disease burden.
- Excellent applied epidemiology skills
- Ability to work under pressure and to tight deadlines.
- Strong analytical and systems-thinking skills.
- Public health leadership skills with demonstrated ability to work effectively with governments and colleagues in a team setting
- Demonstrable ability to think strategically, to set direction and apply a results-based approach.
- Modern management skills (including performance measurement, team management, budgeting, planning and evaluation).
- Demonstrable experience of collaborative research as evidenced by peer-reviewed publications
- Able to effectively mentor and develop staff.
- Ability to build and maintain relations and networks in an increasingly complex environment
- Previous experience of working in an Emergency Operations Centre
- Knowledge of public health issues and trends in the Caribbean.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Excellent proposal development skills.
- Ability to work as a team member and exercise tact and discretion at all times

7 **Education (Qualifications)**

Essential: A medical degree from a recognized University and a Master's Degree in a public health or social sciences discipline.

Desirable: Highly relevant specialist knowledge or expertise acquired through experiential learning or postgraduate/professional qualifications in non-communicable diseases, business administration, social sciences, health systems or related disciplines.

8 **Experience**

Essential: At least 10 years of professional experience with progressive responsibility in public health and non-communicable diseases as well as in capacity building, evidence generation and evaluation.

Desirable: Experience of working in the Caribbean. Experience of management of staff, work teams and projects. Publications in internationally recognised peer-reviewed journals.

9 **Languages**

Excellent knowledge of written and spoken English. Ability to communicate in Spanish and/or French is a plus but not essential.

10 **IT Skills**

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

Summary of Responsibilities (Cont'd)

6. Liaises and coordinates with concerned units/departments of CARPHA, WHO and with academic, donor and development partners to harmonise recommendations on policies and strategies related to NCDs and comorbidities area, advocate for intersectorial actions and monitoring of Millenium Development Goals (MDGs), Universal Health Coverage post-2015 and NCD Global Monitoring Framework.
7. Contributes to the management of CARPHA's knowledge and advises on matters regarding NCDs (such as cardiovascular disease, cancers, diabetes, injuries and violence, mental health and disabilities) and comorbidities
8. Advises on strengthening and integrating, innovative private sector and civil society engagement models, research and innovations in the prevention, diagnosis, treatment and care of NCDs within an ethical framework.
9. Establishes a wide network of diverse technical partnerships and collaborates fully within CARPHA and across technical teams, with external agencies, academia, the private sector and international agencies;
10. Ensure technical quality and relevance of contractual engagements with partners and institutions, make recommendations to the supervisors regarding CARPHA's role.
11. Contribute to evaluating the impact of CARPHA's collaboration with CMCs (aggregated and area specific) and to developing evaluation tools (e.g. defining the necessary performance indicators);
12. Contribute to the external relationships, representation, communication, resource mobilization and advocacy work of CARPHA.
13. Prioritises and coordinates the work within the department, including the management of requests for data, training and research support, and ensures the provision of accurate, reliable, timely and relevant public health information;
14. Work to identify key gaps and needs in the HI&DA area and help build the national capacity of CMCs and key stakeholders, including the development and delivery of training programmes, particularly those that address new and emerging public health priorities
15. Promotes, initiates, leads, conducts, coordinates 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. Provide overall direction to assigned staff, monitor and oversee progress, provide guidance, evaluate performance and implement appropriate programmes for the development of staff within the CDE Department, and take timely action to ensure achievement of desired objectives.
18. Participate 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. Participate 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. Perform other duties as may be assigned or instructed, including providing support to other areas of work and departments or teams as required.