



**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

**Job Identification: 1.1.03.b
Job Profile: J1488**

**Duration of Post: Limited
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Technical Officer, Epidemic Alert and Response	PRFN	P18149	P-3	Washington, DC

OBJECTIVE OF THE OFFICE/DEPARTMENT

The objective of the Health Emergencies Department (PHE) of the Pan American Health Organization (PAHO/WHO) is to increase health sector resilience to emergencies and disasters. PHE assists Member States to strengthen the health sector’s capacities in prevention, risk reduction, preparedness, surveillance, response, and early recovery for emergencies and disasters related to any hazards (natural, man-made, biological, chemical, radiological and others) and, when national capacities are overwhelmed, to lead and coordinate the international health response to contain disasters, including outbreaks, and to provide effective relief and recovery to affected populations. PHE is responsible for ensuring the implementation and updating of the PAHO/WHO Institutional Emergency and Disaster Response policy.

ORGANIZATIONAL CONTEXT

The incumbent is a member of the Health Emergency Information & Risk Assessment (PHE/HIM) Unit in the Health Emergencies Department (PHE). He/she plays an important role in the design, development and implementation of standardized information systems in emergencies. As part of the PHE/HIM Unit, the incumbent works with the DVA Team and supports the process of gathering epidemic intelligence, outbreak verification, and information management. Work requires interacting with National IHR Focal Points and PAHO/WHO Country Offices to gather information required for risk assessment. The incumbent is expected to exercise tact and discretion and to take the initiative in procuring intelligence for decision-making processes within the Organization.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Unit Chief, Health Emergency Information and Risk Assessment (PHE/HIM), and the direct supervision of the Advisor, Detection, Verification and Risk Assessment (PHE/HIM), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Conduct the systematic review for the detection, verification and risk assessment of events which may be considered a public health emergency of international concern in the global context of public health and a risk and/or threat based on the operational strategies and policies of the International Health Regulations (IHR-2005);
- b) Maintain the WHO Event Management System (EMS) updated, in accordance with public health regulations by registering all potential public health emergencies as declared by the IHR National Focal Points (NFP) as well as all requests for verification; work in a collaborative manner with Country Offices to collect, assess, and verify information on potential public health emergencies of international concern, in line with the operational requirements of the International Health Regulations (IHR-2005);
- c) Develop and monitor the implementation of competency-based training programs on detection, verification, risk assessment, epidemic alert and response;
- d) Conduct statistical analyses of information generated by the Event Management System (EMS); analyze and prepare disease risk profiles, and prepare routine epidemiological reporting;
- e) Develop and conduct training activities on the Information System for Event Management (SIME) application;
- f) Prepare and disseminate information on international acute public health events, as well as recommendations issued by the Organization to PAHO/WHO Representatives, national counterparts and the general public,

including the dissemination of events via the dissemination of the Daily Summary of Events to 35 IHR NFPs, and the dissemination of alerts to the international community via the Epidemiological Alert; transmit information to WHO to be posted in the WHO Event Information Site;

- g) Participate in the duty officer system to ensure 24/7 coverage of urgent communications from Member States and Country Offices related to event detection, verification and risk assessment, ensuring that the information from such communications flows rapidly to appropriate offices/officers, and that necessary action is taken in a timely manner, especially during non-working hours;
- h) Support the Organization's emergency and disaster response operations team on outbreak response operations as required;
- i) Perform other related duties, as assigned.

KEY BEHAVIORAL COMPETENCIES

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Teamwork: Collaborate and cooperate with others/Deal effectively with conflict - Creates team spirit; promotes collaboration and open communication in the team; proactively supports others; welcomes team responsibilities and drives team results; promotes knowledge sharing in the team. Proactively identifies conflicts and facilitates their resolution in a respectful manner; tactfully resolves conflicts between or with others and takes action to reduce any possible tension; effectively builds a rapport with individuals and teams, establishing good personal and professional relationships, as well as minimizing risk of potential conflict.

Respecting and valuing individual differences: Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

Communication: Express oneself clearly when speaking/Listen/Write effectively/Share knowledge - Foresees communication needs of audience and targets message accordingly. Facilitates open communication; encourages others to share their views openly and takes time to understand and consider their views. Writes down ideas in a clear, structured, logical and credible way; drafts and supports the development of guidelines, policies and procedures. Shares relevant information openly and ensures that the shared information is understood; considers knowledge sharing as a constructive working method and demonstrates awareness of the Organization.

Producing Results: Work efficiently and independently/Deliver quality results/Take responsibility - Prioritizes work, monitors own progress against objectives and adapts plans as required; communicates adjustments as necessary. Acts proactively and stimulates action as needed; handles problems effectively and constructively. Produces high-quality results and workable solutions that meet clients' needs. Works independently to produce new results and sets own timelines effectively and efficiently. Shows awareness of own role and clarifies roles of team members in relation to project's expected results. Make proposals for improving processes as required and take responsibility for own work and/or actions, as necessary. Demonstrates positive attitude in working on new projects and initiatives. Demonstrates accountability for own success, as well as for errors; learns from experience.

Moving forward in a changing environment: Propose change/Adapt to change - Actively supports Organizational change initiatives and demonstrates personal commitment to them, including when faced with new demands; proposes workable solutions to challenging situations. Engages in positive responses to a changing environment and promotes workable solutions to achieve own and team's results. Welcomes, and actively seeks to apply, new ideas, approaches and working methods and technologies in order to improve own and/or team's work processes and results; demonstrates commitment to Organizational change initiatives.

TECHNICAL EXPERTISE

- Knowledge and skills in the application of the principles of international health regulations as they relate to epidemic alert and response programs.
- Theoretical and practical knowledge of and skills in communicable disease epidemiology.
- Excellent data management and web-based application skills.
- Organizational and analytical skills to assist in filtering epidemic intelligence for relevance and credibility.
- Ability to exercise tact, discretion and mature judgment; independently take initiative in procuring intelligence, and the ability to produce results under crisis situations.

- Mature judgment, strong technical, analytical and conceptual skills; demonstrated ability to assess, analyze, synthesize and provide recommendations on key managerial and technical issues.
- Strong professional oral and writing skills, including the development of funding proposals, reports, oral presentations, and technical/persuasive documents for consideration at the highest levels of the Organization.

EDUCATION

Essential: A bachelor's degree in a health-related science or any other field related to functions of the post, from a recognized university.

Desirable: A master's degree in communicable diseases, public health, or related field would be an asset.

EXPERIENCE

Essential: Seven years of combined national and international experience working in epidemiology, communicable diseases and public health. Demonstrated experience in epidemiology and surveillance of infectious diseases, complemented by experience in collection and verification of epidemic intelligence and international risk assessment.

Desirable: Experience in, or sound knowledge of PAHO and WHO processes for epidemic alert and response and IHR. Knowledge of statistical methods, e.g. disease modeling for risk analysis's would be an asset.

LANGUAGES

Very good knowledge of English or Spanish with working knowledge of the other language. Knowledge of French and/or Portuguese would be an asset.

IT SKILLS

Demonstrated ability to effectively use current technology and software, as well as Enterprise Resource Planning (ERP). Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.