



**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: J1705**

**Duration of Post: Limited
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Technical Officer, Neglected Tropical Diseases	PRFN	P18311	P03	Washington, DC

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Communicable Diseases Prevention, Control and Elimination (CDE) Department promotes, coordinates, and implements technical cooperation activities directed toward the surveillance, prevention, control, elimination and/or reduction of communicable diseases and zoonosis, that are technically sound and appropriate for the political and sociocultural context in which they are implemented. It strives to achieve a sustainable impact on health by providing normative guidance, furthering the implementation of evidence-based interventions, fostering alliances that strengthen country capacity, improving the effectiveness of inter-country collaboration, and facilitating policy and decision-making processes.

ORGANIZATIONAL CONTEXT

The incumbent is a member of the Neglected Infectious Diseases (NID) team, within the CDE/VT Unit, supporting technical cooperation for the prevention, control, and elimination of priority NTDs in the Americas. The incumbent provides technical assistance to Member States to advance the elimination of NTDs in the Americas by 2030; including lymphatic filariasis, onchocerciasis, soil-transmitted helminthiasis, and schistosomiasis, and, in collaboration within the CDE departments and with partners, promotes the implementation of an integrated approach to NTDs. The role includes coordinating the implementation of strategies, interventions, projects, plans, and programs to eliminate NTDs including internal inter-programmatic work, leading projects, conducting needs assessments, program planning and evaluations, facilitating data collection, analysis, and information dissemination, and creating networks of stakeholders to advocate and accelerate the elimination efforts.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Director, Department of Communicable Diseases Prevention, Control and Elimination (CDE), and the direct supervision of the Advisor, Neglected Infectious Diseases, the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide technical support to achieve the goals of the PAHO Strategic Plan, PAHO's Disease Elimination Initiative 2020-2030 and related regional mandates, including Resolutions, as well as those of the WHO roadmap for neglected tropical diseases;
- b) Collaborate in the preparation of strategy papers, advocacy plans, and other documents that are key to the development and implementation of global and regional neglected tropical diseases goals, and PAHO initiatives;
- c) Plan, organize and assist in the implementation of training workshops, seminars, virtual training platforms; collaborate and contribute to the design and implementation of Member States integrated national action plans for the control or elimination of Neglected Tropical Diseases and other programs for NTDs control and elimination;
- d) Provide technical cooperation for the development of national integrated plans of action, planning and micro-planning of mass drug administration campaigns and virtual spaces for collaboration of NTD data and electronic forms;
- e) Collaborate to increase and strengthen coordination of activities among PAHO and stakeholders, partners and national or subnational health authorities in Latin American Countries for the implementation of strategies,

programs, plans and projects for the prevention, control and elimination of Neglected Tropical Diseases - including implementation and evaluation of baseline and follow up surveys, transmission assessment surveys and evaluation of WHO Joint Action Packages and Drug Donation Applications for Member States, and work with WHO's Collaborating Centers, and other bilateral agencies, foundations, NGOs, partners and collaborators;

- f) Promote inter-programmatic coordination of activities for control and elimination of Neglected Tropical Diseases with other disease control programs, such as malaria, public health entomology, Integrated Management of Childhood Illness (IMCI), immunizations, indigenous and Afro-descendent health, HIV/AIDS, nutrition, environmental health, water sanitation and hygiene, and social and environmental determinants of health in order to enhance coverage and control of parasitic and neglected tropical diseases, sustainability, and cost-effectiveness;
- g) Provide technical support and actively contribute to the development and implementation of plans, guidelines, protocols and documents as tools for strengthening and building capacities at national and subnational levels towards Neglected Tropical Diseases goals in Latin American and Caribbean countries;
- h) Collaborate for planning, implementation and evaluation of regional forums for Neglected Tropical Diseases, mainly for the control and elimination of soil-transmitted helminthiases, onchocerciasis, lymphatic filariasis, schistosomiasis as scientific discussion spaces with counterparts, partners and experts to generate knowledge and information for making decisions according to the regional epidemiological profile;
- i) Provide technical support for the development and follow-up of projects for testing integrated, inter-sectoral, inter-programmatic and multi-disease approaches to Neglected Tropical Disease prevention and control, and their use as an entry point to combat poverty, promote sustainable development, and address the Sustainable Development Goals (SDGs) and other international and regional mandates;
- j) Prepare annual and periodic progress reports, situation analyses of Neglected Tropical Diseases, and other documents with strategic information for dissemination at regional level in order to document and systematize information in the framework of the WHO and PAHO's Resolutions, Regional initiatives and the progress of countries towards global and regional control and elimination goals;
- k) Collaborate in the preparation, implementation and evaluation of grants and prepare reports of projects and proposals to be funded by donors and stakeholders as support for the implementation of activities for technical cooperation for Neglected Tropical Diseases in Latin American Countries; collaborate with international stakeholders;
- l) Prepare, advocacy plans, and other documents that are key to the development and implementation of regional neglected infectious disease initiatives;
- m) Participate and provide technical content for the writing of scientific articles, policy documents and research proposals on Neglected Tropical Diseases control and elimination; coordinate and ensure their submission to ethics research committees;
- n) 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 time lines effectively and efficiently. Shows awareness of own role and clarifies roles of team members in relation to project's expected results. Makes proposals for improving processes as required and takes 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

- Theoretical knowledge and technical expertise in epidemiology for control and elimination of neglected tropical diseases.
- Theoretical and practical knowledge of infectious disease control methods, information systems, public health surveillance and epidemiology with emphasis on neglected tropical diseases.
- Strong managerial, planning and project monitoring and execution skills, including operational aspects of prevention, control and elimination programs such as transmission assessment surveys and sentinel surveillance methods.
- Strong professional oral and writing skills, including the development of systematic reviews, articles to be submitted for peer-review, funding proposals, reports, oral presentations, and technical/persuasive documents for consideration at the highest levels of the Organization.

EDUCATION

Essential: A university degree in a health science related to the functions of the post from a recognized university.

Desirable: A master's degree in public health or epidemiology, with emphasis on neglected tropical diseases would be an asset.

EXPERIENCE

Essential: Seven years of combined national and international experience working in epidemiology and public health and in the implementation of NTD health projects or health research and data analysis.

Desirable: Experience in Neglected Tropical Diseases surveillance, prevention, control and elimination in Latin America and the Caribbean would be an asset.

LANGUAGES

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

IT SKILLS

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint, SharePoint and Outlook, proficiency with software for mapping, GIS and/or statistical analysis software. Other IT skills and knowledge of other software programs such as SAS, SPSS, Epidat, Epiinfo, Stata, Tableau, will be an asset.