



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

**POST DESCRIPTION**

**Job Identification: CCOG 1.I.03.s  
Job Profile: J2043**

**Duration of Post:**  Limited  
 Indefinite

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Technical Officer, Respiratory Viruses Preparedness	PRFN	P17646	P03	Washington, D.C.

**OBJECTIVE OF THE OFFICE/DEPARTMENT**

The Health Emergencies Department (PHE) of the Pan American Health Organization (PAHO/WHO) increases 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 Influenza team in the Infectious Hazards Management (PHE/IHM) Unit. With reference to the Preparedness and Resilience for Emerging Threats (PRET) Initiative, he/she provides technical input for the development and implementation of technical cooperation with national counterparts to prepare for and respond to seasonal and pandemic influenza, COVID-19, and other respiratory viruses (ORV). The incumbent maintains constant dialogue with global and national counterparts to ensure the development and monitoring of capacity building/improvement plans, including continued education and ad hoc training. She/he contributes to the management, analysis, and dissemination of surveillance data received from Member States on influenza, COVID-19 and ORV. The incumbent collaborates with technical members from across the PHE Department in matters related to his/her functions as they pertain to pandemic influenza, COVID-19 and ORV.

**SUMMARY OF RESPONSIBILITIES**

Under the general guidance of the Unit Chief, Infectious Hazards Management (PHE/IHM), and the direct supervision of the Advisor, Epidemic-prone Diseases Epidemiology (PHE/IHM), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- 1) Provide technical support for the review and development of national pandemic preparedness and response plans to seasonal and pandemic influenza, COVID-19, and other respiratory viruses (ORV), in the context of the Preparedness and Resilience for Emerging Threats (PRET) Initiative, in close consultation with internal and external partners;
- 2) Provide technical support to national counterparts for the dissemination and implementation of frameworks for programs related to seasonal and pandemic influenza, COVID-19, and ORV;
- 3) Coordinate the Unit's technical cooperation in formulating and implementing recommendations for public health and social measures during the preparedness and response to epidemic and pandemic events;
- 4) Liaise with internal counterparts and participate in action reviews and simulation exercises at country level;
- 5) Review, update, develop and organize training material and educational courses for the preparedness and response to seasonal/pandemic influenza, COVID-19, and ORV;
- 6) Contribute to the organization and implementation of regular meetings and technical workshops of the regional networks for influenza/COVID-19 surveillance (SARInet);
- 7) Contribute to the team's activities in the collection, management, analysis, and dissemination of surveillance data on influenza, COVID-19, and ORV generated by the countries, including in the preparation of regular and ad hoc reports;
- 8) Provide technical support to select countries for the planning, implementation, and monitoring/evaluation of programs of work related to the surveillance and preparedness of influenza, COVID-19 and ORV;

- 9) Conduct monitoring and evaluation of national and local surveillance systems for influenza, COVID-19 and ORV, including through missions and on-site assessments;
- 10) Assess needs and deliver targeted training on surveillance of seasonal and pandemic influenza, COVID-19, and ORV;
- 11) Participate in the public health and social measures (PHSM) Steering Group and coordinate internal technical cooperation within the Unit;
- 12) Support the implementation of the Unity studies, which aims at increasing the evidence-based knowledge for action;
- 13) Serve as the team's focal point for risk communication and community engagement related to seasonal and pandemic influenza, COVID-19, and ORV;
- 14) Participate in the Organization's emergency and disaster response operations;
- 15) Perform other related duties as assigned, including replacing and backstopping for PHE/IHM personnel.

## 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 promoting individual and cultural differences: Relate well to diversity in others and capitalize on such diversity** - Treats all people with dignity and respect. Relates well to people with different cultures, gender, orientations, backgrounds and/or positions; examines own behavior to avoid stereotypical responses; considers issues from the perspective of others and values their diversity.

**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. 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 *(List and describe, in order of priority, the abilities required to perform the job).*

- Technical expertise and skills in communicable diseases epidemiology and disease burden studies.
- Organizational and analytical skills for filtering and managing epidemiological data.
- Ability to analyze technical information and synthesize inputs from multiple sources.
- Ability to integrate managerial and administrative inputs into recommendations for decision-making.
- Excellent database management and reporting skills.
- Strong professional oral and writing skills including the development of reports, oral presentations, and technical/persuasive documents for consideration at the highest levels of the Organization.

## EDUCATION (Qualifications)

**Essential:** A bachelor's degree in public health, epidemiology, or a field related to the functions of the post, from a recognized university.

**Desirable:** An advanced degree in any of the following fields: medicine, veterinary medicine or epidemiology would be an asset. . It would also be desirable to have completed a field epidemiology training program.

## EXPERIENCE

**Essential:** Seven years of combined national and international experience working in surveillance of communicable diseases, including surveillance of influenza and other respiratory diseases.

**Desirable:** Experience in pandemic preparedness or working within the Global Influenza Surveillance and Response System (GISRS) would be an asset.

## LANGUAGES

Very good knowledge of English and/or Spanish; with a 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, spreadsheets and presentations, as well as Enterprise Resource Planning (ERP) and management information systems. Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.