



Pan American Health Organization
 World Health Organization
 REGIONAL OFFICE FOR THE Americas

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

POST DESCRIPTION

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Technical Officer, Laboratory Diagnostics and Supply Management	PRFN	P18554	P2	Panama City, Panama

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 PHE’s Infectious Hazards Management (PHE/IHM) Unit, providing technical support for the logistics and maintenance of PAHO’s strategic stock of emergency laboratory supplies and materials, in close collaboration with PHE/EMO Unit and in particular team members supporting logistics operations in Panama City, Panama. He/she provides technical input and support for both endemic and emerging viral diseases diagnostic and laboratory surveillance and will provide support for the coordination and implementation of activities pertaining to PAHO’s active participation in emerging virus networks such as the Genomic Surveillance Regional Network (PAHOGEN), in collaboration with PAHO technical teams, Member States, and partners.

SUMMARY OF RESPONSIBILITIES

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

- a) Provide support for procurement of laboratory goods and supplies (particularly the evaluation of quality and performance) and for the appropriate storage and dispatch of laboratory supplies and equipment within the Region;
- b) Provide support for the implementation of projects and capacity building to strengthen entomo-virological surveillance in selected countries;
- c) Contribute to the development and implementation of technical workshops to strengthen the regional laboratory network, in particular for laboratory arboviruses and genomic surveillance;
- d) Maintain updated inventory of PAHO strategic stock of laboratory goods, supplies, and other materials located in the United Nations Humanitarian Regional Depot in Panama (and/or in other locations as relevant for the Organization’s emergency response operations), using dashboards and other means as relevant, and communicate technically appropriate guidance for the appropriate and timely handling and shipping as required;
- e) Provide support for the carrying out of effective and efficient supply chain activities for laboratory supplies, materials, and equipment for emergency responses in collaboration with PHE/EMO team members coordinating activities across regional, subregional and Country Offices;
- f) Support the management and analysis of laboratory data on arboviruses in close collaboration with the Arboviruses Special Program (CDE), to inform surveillance and public health decision-making

- g) Maintain and regularly update a database of laboratory capacities across the regional network, including diagnostic capabilities and equipment.
- h) Contribute to the drafting and development of technical materials, maintenance of discussion forums, and communication pieces for publishing on PAHO's web sites for emerging viruses;
- i) Support the preparation of various written outputs, e.g., draft background papers, analysis, sections of reports and studies and other inputs to technical publications pertaining to emerging viruses;
- j) Provide support for the implementation of activities for the management and analysis of all epidemiological and virologic surveillance data on emerging viruses received from Member States;
- k) Participate in the Organization's emergency and disaster response operations, as required;
- l) Perform other related responsibilities as assigned, including replacing and backstopping for PHE/IHM personnel as required.

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. - Works collaboratively with team members and counterparts to achieve results; encourages cooperation and builds rapport; helps others when asked; accepts joint responsibility for the teams' successes and shortcomings. Identifies conflicts in a timely manner and addresses them as necessary; understands issues from the perspective of others; does not interpret/ attribute conflicts to cultural, geographical or gender issues.

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/Write effectively/Listen/Shares knowledge - Quality and quantity of communication targeted at audience. Listens attentively and does not interrupt other speakers. Adapts communication style and written content to ensure they are appropriately and accurately understood by the audience (e.g., power-point presentations, communication strategies, implementation plans). Shares information openly with colleagues and transfers knowledge, as needed.

Knowing and managing yourself: Manages stress/Invite feedback/Continuously learn - Remains productive even in an environment where information or direction is not available, and when facing challenges; recovers quickly from setbacks, where necessary. Manages stress positively; remains positive and productive even under pressure; does not transfer stress to others. Seeks feedback to improve knowledge and performance; shows self-awareness when seeking and receiving feedback; uses feedback to improve own performance. Seeks informal and/or formal learning opportunities for personal and professional development; systematically learns new competencies and skills useful for job; takes advantage of learning opportunities to fill competencies and skill gaps.

Producing Results: Deliver quality results/Take responsibility - 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 - Suggests and articulates effective and efficient proposals for change as needed when new circumstances arise. Quickly and effectively adapts own work approach in response to new demands and changing priorities. Is open to new ideas, approaches and working methods; adjusts own approach to embrace change initiatives.

TECHNICAL EXPERTISE

- Technical expertise and skills in general virology and emerging viruses.
- Theoretical and practical knowledge of general laboratory and methods for emerging viruses detection and diagnostics.
- Excellent database management and reporting skills.
- Organizational and analytical skills for generating analytic reports.

- Ability to analyze technical information and synthesize inputs from multiple sources.
- Ability to integrate scientific and operational inputs into recommendations for decision-making.
- 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

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

Desirable: A master's degree in virology, microbiology or epidemiology would be an asset.

EXPERIENCE

Essential: Five years of combined national and international experience in the management of laboratory techniques for viral diseases.

Desirable: Experience in laboratory stocks management and shipping logistics would be an asset.

LANGUAGES

Fluency in English 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.