



**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, Strategic Information (Communicable Diseases)	PRFN	P18613	P-3	Washington, DC, USA

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Communicable Diseases Prevention, Control and Elimination Department (CDE) promotes, coordinates, and implements technical cooperation activities directed toward the surveillance, prevention, control, elimination and/or reduction of communicable diseases, and zoonoses threats to health 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 HIV, Hepatitis, Tuberculosis, Sexually Transmitted Infections, and Malaria Unit (CDE/HT). In this capacity, the incumbent provides technical support to Member States for the implementation of programs aimed at the prevention, control, and elimination of HIV, STIs, tuberculosis, and viral hepatitis. The incumbent contributes to technical cooperation efforts, with a particular focus on strengthening strategic information systems and promoting innovative approaches to improve data availability, quality, and use in support of disease elimination goals. The incumbent is expected to exercise sound technical judgment and initiative, working collaboratively with the Unit Chief, CDE/HT team members, national counterparts, and other technical areas across the Organization.

SUMMARY OF RESPONSIBILITIES

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

Strategic Information and Data Analysis

- a) Provide technical support for the management of strategic information on HIV, STIs (including EMTCT of HIV, syphilis, and HBV), viral hepatitis, and TB at regional and country levels, including data review, validation, and regional synthesis.
- b) Analyze epidemiological and service delivery data, including key and vulnerable populations, and produce situation analyses to inform programmatic decisions.
- c) Support the review and analysis of country data on HIV, Hepatitis, syphilis, congenital syphilis, and TB, including contributions to PAHO estimates and dashboards.
- d) Contribute to the design, development, and dissemination of dashboards and regional, country, and global reports.

Technical Cooperation and Capacity Building

- e) Develop and implement workplans and technical cooperation activities to strengthen surveillance, monitoring, and the use of data for national strategic planning.
- f) Provide technical assistance to countries to strengthen information systems, including supporting new indicators and monitoring advanced HIV disease, and AIDS-related mortality.
- g) Support the development of national targets, including PrEP, and the application of modeling tools for decision-making.

Program Integration and Collaboration

- h) Collaborate across CDE/HT, CDE, and EIH to promote integrated analysis and use of strategic information.
- i) Coordinate with malaria strategic information counterparts to promote synergies, integration, and shared learning across programs.
- j) Contribute to the development of frameworks and criteria for disease elimination initiatives, including HIV and EMTCT.

Planning, Reporting, and Resource Mobilization

- k) Participate in the development and implementation of the program of work, including preparation of biennial work plans, budgets, progress reports, and donor reports.
- l) Contribute to the development of project proposals and resource mobilization efforts.

Knowledge Management and Communication

- m) Contribute to the preparation and review of technical documents, reports, and scientific publications.
- n) Collaborate with internal teams and partners to support knowledge sharing and dissemination of results.

Other Duties

- o) 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. Make 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

- Sound knowledge of infectious disease epidemiology and public health interventions, with emphasis on HIV/STIs, TB, EMTCT of HIV and syphilis, and viral hepatitis.
- Demonstrated expertise in epidemiological analysis, monitoring and evaluation, and the design and implementation of public health projects and technical cooperation activities.
- Strong skills in data analysis, visualization, and dashboard development to support evidence-based decision-making.
- Ability to communicate complex data and strategic information effectively, including through clear data storytelling for diverse audiences.

EDUCATION

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

Desirable: A master's degree in public health from an accredited university would be an asset.

EXPERIENCE

Essential: Seven years of combined national and international experience working in infectious diseases epidemiology and public health, with practical experience in surveillance and monitoring of prevention, diagnosis, treatment of HIV/STI and related conditions.

LANGUAGES

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

IT SKILLS

Demonstrated ability to effectively use current technology and software, Power BI, Tableau, 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.