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| <br>Pan American Health Organization |                           | <br>World Health Organization<br>REGIONAL OFFICE FOR THE Americas |                                 |              | <b>World Health Organization/Organización Mundial de la Salud</b><br><b>Pan American Sanitary Bureau/Oficina Sanitaria Panamericana</b> |  |
| <b>POST DESCRIPTION</b>                                                                                               |                           |                                                                                                                                                    |                                 |              |                                                                                                                                         |  |
| <b>Title</b>                                                                                                          |                           | <b>Category</b>                                                                                                                                    | <b>Position Number</b>          | <b>Grade</b> | <b>Duty Station</b>                                                                                                                     |  |
| Technical Officer, Immunization                                                                                       |                           | NON                                                                                                                                                | P19097                          | NO-A         | Buenos Aires, Argentina                                                                                                                 |  |
| <b>First Level Supervision</b>                                                                                        | PAHO Representative (PWR) |                                                                                                                                                    | <b>Second Level Supervision</b> |              | Comprehensive Immunizations (CIM)                                                                                                       |  |
| <b>Name:</b> Eva Jané Llopis                                                                                          |                           |                                                                                                                                                    | <b>Name:</b> Daniel Salas       |              |                                                                                                                                         |  |

## OBJECTIVE OF THE OFFICE/DEPARTMENT

The Special Program on Comprehensive Immunizations (CIM) is responsible for the promotion and coordination of technical cooperation and alliances to support Member States in achieving a sustainable and equitable reduction of morbidity, mortality, and burden of disease from vaccine-preventable diseases (VPD) through prevention, control, and elimination strategies. CIM seeks to revitalize Member States' immunization programs through the application of innovative approaches, strategies, and best practices.

## ORGANIZATIONAL CONTEXT

The incumbent provides technical support to strengthen the national immunization program, with emphasis on routine immunization, vaccination coverage recovery and improvement, vaccine-preventable disease surveillance, vaccine safety, cold chain and logistics, data quality, microplanning, introduction of new vaccines, and communication strategies to sustain vaccine confidence and demand. In line with the Regional Immunization Action Plan for the Americas 2030, the incumbent also contributes to the analysis and use of immunization information for decision-making, supports the improvement of vaccination information systems, and assists in the preparation of technical reports, profiles and monitoring tools. The incumbent works in close collaboration with the technical team in the Country Office, national and subnational health authorities, and with the support and technical guidance of the regional CIM team at Headquarters.

## SUMMARY OF RESPONSIBILITIES

Under the technical guidance of the Director, Comprehensive Immunization (CIM), and the direct supervision of the PAHO/WHO Representative (PWR), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- Provide technical advice and support for the planning, implementation, monitoring and evaluation of national and subnational immunization plans and strategies, including routine immunization, catch-up vaccination, coverage recovery and life-course vaccination approaches;
- Support the strengthening of vaccine-preventable disease surveillance, including measles, rubella, congenital rubella syndrome, poliomyelitis and other priority diseases, in coordination with national epidemiological surveillance systems;
- Provide technical cooperation for improving immunization data quality, coverage analysis, identification of under-vaccinated populations and high-risk areas, and use of information for decision-making at national and subnational levels;
- Support the preparation and use of monitoring tools, dashboards, country profiles and standardized reports to track immunization indicators, RIAP2030 targets and program performance, under the technical guidance of CIM;
- Contribute to the assessment and strengthening of vaccination information systems, including data flows, reporting processes, interoperability needs and practical improvements to enhance data availability, quality and use at national and subnational levels;

- f) Assist in capacity-building activities on immunization data analysis, coverage monitoring, visualization of results and use of information for planning, supervision and evaluation of vaccination strategies;
- g) Support microplanning, supervision, monitoring and evaluation of vaccination activities, including outreach strategies and integrated actions with primary health care services to improve equitable access to immunization;
- h) Provide guidance on vaccine safety, safe vaccination practices and the surveillance, investigation and communication of events supposedly attributable to vaccination or immunization;
- i) Support cold chain, logistics and supply management processes, including forecasting, monitoring of vaccine stocks and coordination with relevant mechanisms for access to vaccines and related supplies;
- j) Contribute to the introduction of new vaccines and the development or adaptation of technical guidelines, operational tools, training materials and standard operating procedures for immunization activities;
- k) Promote risk communication, community engagement and demand generation strategies to address barriers to vaccination, vaccine hesitancy and misinformation, ensuring culturally appropriate and equity-oriented approaches;
- l) Facilitate coordination with the Ministry of Health, subnational authorities, technical partners, academic institutions, professional associations and other stakeholders to advance immunization priorities and sustain program performance;
- m) 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.** - Works collaboratively with team members and counterparts to achieve results; encourages cooperation and builds rapport; helps others when asked; accepts joint responsibility for the team's 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. 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** - Suggests and articulate 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

- Theoretical and practical knowledge of immunization programs, including routine immunization, life-course vaccination, catch-up strategies, microplanning, monitoring and evaluation.
- Knowledge of vaccine-preventable disease surveillance, outbreak preparedness and response, and regional goals for the control, elimination or eradication of priority diseases.
- Technical expertise in immunization data analysis, coverage monitoring, data quality improvement and use of information systems for programmatic decision-making.
- Ability to contribute to the preparation of dashboards, country profiles, standardized reports and visual products to monitor immunization indicators and support evidence-informed decision-making.
- Basic knowledge of vaccination information systems, data flows, reporting processes and digital tools used to support monitoring, evaluation and program management.
- Knowledge of vaccine safety, safe injection practices, adverse events following immunization and risk communication related to vaccination.
- Understanding of cold chain management, vaccine logistics, forecasting, stock monitoring and supply management for vaccines and related inputs.
- Ability to support the introduction of new vaccines, including evidence review, operational planning, training and monitoring of implementation.
- Proven ability to develop technical guidelines, training materials, reports, presentations and policy-oriented documents for immunization programs.
- Proven analytical and problem-solving skills, with the ability to identify bottlenecks, synthesize evidence and recommend practical actions to improve immunization performance.
- Strong interpersonal skills, diplomacy and tact to effectively communicate with health authorities, technical partners, senior officials and professionals from diverse backgrounds.
- Strong oral and written communication skills, including the preparation of technical reports, briefing notes, presentations and documents for decision-making.

## EDUCATION

**Essential:** A university degree in medicine, nursing, public health, epidemiology, health sciences or other field related to the functions of the post, from a recognized institution.

**Desirable:** A postgraduate or master's degree in public health, epidemiology, vaccinology, health systems, health management or a related field from a recognized institution would be an asset.

## EXPERIENCE

**Essential:** Three years of national professional experience in public health programs related to immunization, vaccine-preventable disease surveillance, epidemiology, primary health care or health program implementation, monitoring and evaluation.

**Desirable:** More than five years of experience supporting national or subnational immunization programs, including work with international organizations, technical cooperation projects, vaccine-preventable disease surveillance, data systems, cold chain, vaccine safety or introduction of new vaccines.

## LANGUAGES

Fluency in Spanish and a working knowledge of English.

## IT SKILLS

Demonstrated ability to effectively use current technology and software, spreadsheets and presentations, as well as Enterprise Resource Planning (ERP), management information systems and digital tools for data analysis and visualization. Proficiency in Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint and Word is essential. Basic knowledge of statistical or data analysis tools such as R, Python or Power BI, and familiarity with collaborative platforms such as GitHub, would be an asset for supporting immunization monitoring, reporting and information system strengthening.

