



**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>
Advisor, Immunization Information Systems	PRFN	P19214	P04	Washington, DC

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Comprehensive Immunization Special Program (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 is a member of the Comprehensive Immunization Special Program (CIM) and supports the implementation of technical cooperation activities included in the Program's Biennial Work Plan (BWP). As part of the CIM team, the incumbent will be responsible for the public health analysis of vaccine preventable diseases (VPD), and will provide technical leadership in immunization data, information systems, monitoring, and digitalization to strengthen immunization programs in Member States. The incumbent supports the collection, analysis, interpretation, and use of immunization data for planning, monitoring, evaluation, and decision-making; promotes the implementation of standardized methodologies and digital immunization solutions; and contributes to monitoring regional immunization goals and advancing equitable access to immunization services. The incumbent collaborates with national counterparts, technical partners, consultants, and other PAHO/WHO programs to provide technical guidance and support the development, implementation, and evaluation of immunization information system initiatives in accordance with PAHO policies and delegated authority.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Executive Manager, Comprehensive Immunization (CIM) and the direct supervision of the Deputy Manager, Comprehensive Immunization (CIM), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- Provide technical guidance and support for the collection, validation, analysis, interpretation, and dissemination of immunization data through regional and global reporting mechanisms, including the electronic Joint Report Form (eJRF) and other monitoring tools, ensuring data quality and effective use of information for program improvement;
- Develop and promote standardized methodologies, tools, and capacity-building approaches to strengthen national and subnational immunization programs and enhance the use of data for planning, monitoring, and decision-making;
- Advise and support Member States in strengthening immunization information systems and advancing the digitalization of immunization programs through the implementation and use of electronic immunization registries, digital vaccination certificates, data quality improvement processes, and analytical tools;
- Provide technical guidance on immunization data quality, information management, data analysis, and the application of evidence to assess program performance and support informed decision-making;
- Collaborate and contribute to monitoring the Regional Immunization Plan and related strategic frameworks, in alignment with PAHO priorities and WHO policies and guidance;
- Support the analysis and use of immunization equity data to identify coverage gaps, assess disparities among populations, and inform actions aimed at improving equitable access to immunization services;

- g) Participate in the evaluation of immunization-related technical cooperation activities and support operational studies and collaborative research initiatives with Member States to strengthen immunization programs and generate evidence for public health action;
- h) Prepare technical reports, policy briefs, scientific manuscripts, and other knowledge products, and participate in technical meetings, scientific forums, and related activities concerning vaccines, immunization programs, immunization information systems, and the control, elimination, or eradication of vaccine-preventable diseases.
- i) Collaborate and assist with activities related to the administration and utilization of technical and financial resources that support immunization information system initiatives;
- j) 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.

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.

Teamwork: Collaborate and cooperate with others - Works collaboratively with team members and counterparts to achieve and build rapport; helps others when asked; accepts joint responsibility for the team's successes and shortcomings.

Communication: Write effectively/Share knowledge - 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 - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs. Aligns projects with Organization's mission and objectives. Consistently solves own and team's problems effectively as needed. Proactively engages in projects and initiatives, accepting demanding goals, in line with Organizational Strategies and Program of Work. Demonstrates accountability for work of team and sets an example, while explicitly articulating lessons learnt for own and team's benefit.

Ensuring effective use of resources: Strategize and set clear objectives/Monitor progress and use resources well - Sets specific, measurable, attainable, realistic and timely objectives for own team and/or the Organization; systematically analyses and anticipates priority projects for own team and allocates necessary resources to achieve them; identifies the cross-Organizational resources needed for large-scale projects in line with key Organizational objectives. Anticipates foreseeable changes and adapts own and team's projects in the face of unforeseen circumstances and/or challenges; creates measures and criteria to monitor progress of overall projects against key Organizational objectives; creates cost-effective solutions for the Organization.

Building and promoting partnerships across the Organization and beyond: Develop networks and partnerships and encourage collaboration - Builds and negotiate strategic partnerships and alliances with a wide range of key stakeholders to ensure Organizational results and success. Creates innovative opportunities for promoting synergies inside and outside the Organization to improve Organizational success.

TECHNICAL EXPERTISE

- Extensive knowledge of immunization programs, immunization information systems, and the collection, management, analysis, interpretation, and use of immunization data for planning, monitoring, evaluation, and decision-making, particularly with respect to vaccine-preventable diseases.
- Demonstrated expertise in immunization data quality assurance, information management, data analytics, and the development and application of methodologies, standards, and monitoring frameworks to strengthen immunization programs.
- Sound knowledge of digital health solutions for immunization, including electronic immunization registries, digital vaccination certificates, electronic reporting systems, and other digital tools that support immunization program performance.

- Broad knowledge of the organization, implementation, monitoring, and evaluation of public health and immunization programs, including the application of evidence to improve program effectiveness and equity.
- Demonstrated ability to develop and implement technical cooperation strategies, capacity-building initiatives, and operational guidance to strengthen national and subnational immunization programs.
- Knowledge and skills in project planning and management, including work planning, monitoring, resource mobilization, and the administration of technical and financial resources.
- Demonstrated ability to establish and maintain effective working relationships and coordinate activities with ministries of health, international organizations, development partners, academic institutions, and other stakeholders.
- Excellent analytical, oral, and written communication skills, including the preparation of technical reports, policy briefs, scientific manuscripts, presentations, and other knowledge products for technical and senior-level audiences.

EDUCATION

Essential: A university degree in a health-related or information systems profession, and a master's degree in epidemiology, public health or any other field related to the functions of the post from a recognized university.

EXPERIENCE

Essential: Nine years of combined national and international experience in disease control programs, with emphasis on the design, implementation and evaluation of immunization programs. Experience should include participation in technical cooperation programs and activities in disease control or in immunization programs in a health-related program or institution.

LANGUAGES

Fluency in Spanish or English 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 management information systems. Advanced proficiency in immunization information systems, data governance, digital health solutions, electronic immunization registries, health information systems, monitoring and evaluation frameworks, and digital transformation initiatives to support evidence-based decision-making, immunization program performance monitoring, and health equity analysis. Practical Knowledge of data analytics (Power BI, R/SQL). Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.