



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

POST DESCRIPTION

**Job Identification: 1.1.03.b
Job Profile: J1003**

Duration of Post: Limited
 Indefinite

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Advisor, Detection, Verification and Risk Assessment	PRFP	.6077	P.4	Washington, DC

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 the Health Emergency Information and Risk Assessment Unit in the Health Emergencies Department (PHE), with responsibility for providing technical advice, leading, and coordinating activities related to epidemic intelligence including the systematic detection, verification and risk assessment of events of any origin. The incumbent promotes and implements state-of-the-art strategies and approaches, provides expertise and guidance to implement best practices, and undertakes training and other capacity building interventions related to all aspects of epidemic intelligence. Within the context of the PAHO-Member State Joint Risk Assessment, the incumbent is responsible for the dissemination of event information and to alert the international community to prepare for or prevent similar events. The incumbent must exercise a high degree of independent judgment and initiative, making decisions with great autonomy, and is required to assume leadership and initiative in the areas of responsibility with colleagues both internal and external to the Organization. He/she supports all technical cooperation activities in the Unit’s Biennial Work Plan (BWP) and will be deployed to emergency operations when required.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Department Director, and the direct supervision of the Unit Chief, Health Emergency Information and Risk Assessment (PHE/HIM), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide technical guidance and support to Member States in the elaboration of all-encompassing strategies, policies and guidelines for epidemic intelligence, a process involving interlinked steps of detection, verification, risk assessment, and reporting of events; provide advice in detecting, assessing, and verifying complex technical and political issues related to public health events of international concern;
- b) Manage and lead the team conducting epidemic intelligence through the systematic detection, verification risk assessment and reporting of events with potential international public health implications as well those that constitute a public health emergency of international concern or pandemic in the global context of public health risks and/or threats; develop and maintain updated the Standard Operation Procedures (SOPs) for PAHO’s internal epidemic intelligence processes, including detection, verification, risk assessment and reporting;

- c) Conduct organizational epidemic intelligence following a consensual decision-making process and draft and present the Organization's official recommendations for risk assessment and interventions to contain public health events, in the framework of the WHO Global Alert and Response Network;
- d) Ensure that all public health events requiring ongoing follow-up for potential international public health implications are entered in the WHO's Event Management System (EMS); lead and coordinate capacity building and provision of technical support to Member States for responsible areas of work; lead the development of protocol, guidelines, policies and procedures for internal management of public health events; act as liaison among technical areas, Country Offices, and WHO HQ for the internal joint risk assessment;
- e) Organize and maintain a duty officer system to ensure 24/7 coverage of urgent communications from Member States and Country Offices related to event detection, verification, risk assessment and reporting ensuring that the information from such communications flows rapidly to appropriate offices/officers, and that necessary action is taken in a timely manner, especially during non-working hours;
- f) Promote a multisectoral approach for the detection, assessment and control of public health events (i.e., animal health, food safety, environmental, radio nuclear, chemical, etc);
- g) Prepare project proposals to mobilize voluntary contributions from national, bilateral, and international partner agencies for capacity building on epidemic intelligence;
- h) Prepare and disseminate information on the occurrence of international public health events, as well as recommendations issued by the Organization for distribution to PAHO/WHO Representatives, national counterparts and the general public, including the internal dissemination of information via the publication of the Summary of Events, and alert to the international community via the Epidemiological Alert and posting at the WHO Event Information Site;
- i) Oversee the update and development of the Event Management System (EMS); ensure the quality and accuracy of the information registered in the system; conduct statistical analyses, analyze diseases risk profiles and coordinate the routine epidemiological reporting;
- j) Provide technical advice to IHR National Focal Points for strengthening the functions and operational requirements for real time management of information and for efficient communications;
- k) Support ongoing technical collaboration and operational coordination with partner institutions and agencies in event alert, risk assessment, and response;
- l) Cooperate and collaborate with other areas within the Organization to achieve efficient coordination of activities, systematic utilization of resources and comprehensive development of study, research and analytical capacities required for epidemic alert and response operations;
- m) Contribute to the preparation of biennial work plan and budgets (BWP), semiannual workplans and periodic evaluations for assigned projects; participate in the performance evaluation of the Department;
- n) Represent PHE/HIM at international and regional meetings to promote collaboration and enlist cooperation around the work of the PHE/HIM Unit;
- o) Support the Organization's emergency and disaster response operations, and serve as a member of PAHO's Rapid Response Team, when called upon;
- p) When called upon to directly supervise staff, establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities;
- q) 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 negotiates 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

- Theoretical and practical expertise at the highest level in aspects related to epidemic intelligence and public health practice of communicable diseases epidemiology and surveillance, with emphasis on outbreak response.
- Knowledge and practical expertise in the application of the International Health Regulations, and outbreak control at national and international level.
- Strong organizational and analytical skills and mature judgment to accurately conduct risk assessment on epidemic intelligence to recommend interventions to contain public health emergencies of international concern.
- Knowledge and skills in project planning, management and evaluation, including resource mobilization and grant management.
- Ability to analyze current surveillance systems and the capability to develop and plan innovative and appropriate solutions for their improvement.
- Strong public health and strategic thinking background showing resourcefulness, initiative, leadership qualities, skills to deal with difficult situations and sensitive areas; demonstrated ability to identify, assess, analyze, synthesize and provide recommendations on key technical and political issues.
- Strong interpersonal skills, diplomacy and tact to effectively communicate with senior level officials, multiple stakeholders and professionals from diverse cultural and professional backgrounds.
- 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 university degree in a health-related profession and a master's degree in epidemiology, public health or infectious diseases from a recognized institution.

EXPERIENCE

Essential: Nine years of combined national and international experience working in epidemiology and disease prevention and control programs and in the administration of health services related to communicable diseases.

Desirable: Experience in outbreaks investigation and control of emerging diseases would be an asset.

LANGUAGES

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