

JOB DESCRIPTION

PART A

1 Job Identification CCOG 1.1.03.k
Job Profile: J1938

Duration of post: Limited
 Indefinite

Title	Category	Post/Assignment Number	Grade	Duty Station
Senior Advisor, Initiative on Integrating NCDs into Primary Health Care	PRFP	P15140	P05	Washington, D.C.

2 Objective of the Program/Department

The Noncommunicable Diseases and Mental Health (NMH) Department promotes, coordinates, and implements technical cooperation activities, directed at the prevention, control and surveillance of non-communicable diseases and related risk factors, mental, neurological and substance abuse disorders and disabilities, and promotion of optimal nutrition and road safety, that are evidence-based and appropriate for the political and sociocultural context in which they are implemented. It raises political and public awareness and understanding of the burden of the most common noncommunicable diseases (NCDs) and mental disorders, related risk factors and conditions and leads multi-sector and multi-stakeholder strategic and collaborative efforts aimed at strengthening Member States' capacity to promote and protect health through public policies, programs, and services. This will reduce risks and disease burden and contribute to improving the physical, mental, and social well-being of the population.

3 Organizational Context *(Describe the work environment, the role of the individual within the team –team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.*

Within the Department of Noncommunicable Diseases and Mental Health (NMH), the incumbent is responsible for coordinating the implementation, monitoring and evaluation of the PAHO corporate priority Initiative on Accelerating the Integration of Noncommunicable Diseases (NCDs) into Primary Health Care, focused on ensuring scale up of current efforts in this area among Member States, while taking a comprehensive approach for the four main NCDs: a) hypertension and cardiovascular diseases; b) diabetes (type 1 and type 2); c) chronic respiratory diseases (including asthma); and d) the main cancers amenable to screening and early detection in primary care. He/she will develop and coordinate the initiative working with Unit Chiefs and other members of NMH, as well as with relevant representatives of other Departments, in an inter-programmatic and highly collaborative manner. In coordination with PAHO/WHO Country Offices, the incumbent will provide technical cooperation to Member States of the Region, promoting best practices and evidence based NCD interventions for primary health care and health service strengthening related to comprehensive NCDs, consistent with the agreed goals of the Organization's mandates in this area. He/she will develop and maintain strategic alliances with WHO, relevant professional associations, NGOs, WHO Collaborating Centers (CC), universities, agencies of the United Nations and Inter-American Systems and other development agencies to coordinate initiative activities and mobilize resources for integrating NCDs into primary health care. The incumbent is expected to exercise leadership, teamwork skills, independent judgment and initiative, and is required to be accountable in his/her area of work.

4 Summary of Responsibilities

Under the general supervision of the Assistant Director (AD) and the direct supervision of the Director, Noncommunicable Diseases and Mental Health (NMH), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Lead and provide technical, policy, strategic and programmatic guidance for the development, implementation and reporting on the PAHO Initiative on Accelerating the Integration of NCDs into Primary Health Care, working in close collaboration and cooperation with Unit Chiefs within NMH and other relevant departments, ensuring a comprehensive approach for the four main NCDs: a) hypertension and cardiovascular diseases; b) diabetes (type 1 and type 2); c) chronic respiratory diseases (including asthma); and d) the main cancers amenable to screening and early detection in primary care;

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Description and Classification approval

Signature For: Isabel Vigil
Title HR Director, HRM

Date 10 Aug 2023

RECRUITMENT PROFILE

(minimal level needed for effective completion of the job)

PAHO VALUES: Equity, Excellence, Solidarity, Respect, Integrity.

5 Key Behavioral Competencies *(List and describe, in order of priority, five to seven essential competencies to perform the job).*

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 promoting individual and cultural differences: Relates well to diversity in others and capitalizes on such diversity - Treats all people with dignity and respect. Relates well to people with different cultures, gender, orientations, backgrounds and/or positions; examines own behavior to avoid stereotypical responses; considers issues from the perspective of others and values their diversity.

Teamwork: Advocates for collaboration across the Organization - Creates and encourages a climate of team- working and collaboration across the Organization; sees cooperation as a key Organizational priority and creates collaborative systems and processes to achieve Organizational goals. Actively identifies and tackles disagreements between internal and external counterparts that compromise the Organization's goals and mandate; diplomatically facilitates the resolution of conflicts between others and ensures strategic partnerships with a range of key stakeholders; maintains and extends an effective collaborative network of individuals inside and outside the Organization.

Communication: Share knowledge - Articulates the Organization's strategic objectives when formulating and delivering information and presentations and adapts presentation methodology to address the needs of different audiences. Shares decisions and directives of senior management and communicates them in a manner that ensures both understanding and acceptance; shares knowledge and best practice at the three Organizational levels (country, regional and global), as necessary.

Creating an empowering and motivating environment: Provide direction/Support, motivate and empower others - Oversees and provides teams and departments with clear managerial directions which are translated from Organizational strategy. Builds a performance culture in the Organization; contributes to setting Organizational performance goals and standards; monitors Organizational performance against milestones and strategic goals; identifies and nurtures talent as appropriate. Promotes autonomy and empowerment throughout the Organization; inspires enthusiasm and a positive attitude in people towards their work and contribution to the Organization's success.

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.

Driving the Organization to a successful future: Constructive leadership style/ Set the vision and build commitment - Leads and develops a road map for successfully achieving real progress in the Organization's mandate, including consultation with key stakeholders; demonstrates respectful, trustworthy, transparent and accountable behavior in order to develop a reliable and coherent identity for the Organization. Creates a coherent Organizational vision of shared and successful goals; fosters a culture of vision and long- term goals, recognizing and rewarding efforts to maximize the Organization's value.

6 Technical Expertise *(List and describe, in order of priority, the abilities required to perform the job).*

Technical: Extensive expertise at a senior decision-making level in public health and noncommunicable diseases, including primary health care interventions for NCDs, epidemiology, prevention, and control, and considerable knowledge of other fields relevant to the responsibilities, in particular health systems and services, managing complex health programs/health systems at both national and international levels. Wide and varied knowledge of public health problems and health management processes, including monitoring and performance assessment in the health or social sector, and disciplines related to strategic planning.

Managerial: Extensive expertise in senior, progressively responsible positions in the development, coordination and management of public health programs in primary health care requiring interprogrammatic collaboration and coordination, teamwork, sensitive negotiation, and high-level intervention. Demonstrated ability to provide professional leadership to strategic, organizational, managerial and analytic work in primary health care for NCDs; resourcefulness, initiative, highly developed judgment and strong collaborative, diplomatic and interpersonal skills to deal with complex health situations and sensitive areas.

Administrative: Skills or experience with successful execution of administrative procedures for the delivery of the highest quality results. Courtesy, tact, sensitivity to manage confidential information, and ability to establish and maintain effective working relations with people of different professional levels, discipline, nationalities, and cultural background.

7 Education (Qualifications)

Essential: A bachelor's degree in a health science and a master's degree in public health or other discipline related to the functions of the post from an accredited institution.

Desirable: A Ph.D. in public health or related field from a recognized university would be an asset.

8 Experience

Essential: Thirteen years of combined national and international experience working in the area of noncommunicable diseases (NCD) and health systems and services, of which at least 5 years of work experience is directly in NCD management.

Desirable: Practical clinical and public health experience working in primary health care would be an asset. Proven experience in bilateral, multilateral and south-south collaboration, and integrated public health initiatives would be an asset.

9 Languages

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

10 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. Demonstrated ability to effectively use a computer and utilize data analysis programs such as EpiInfo.

Continuation of Summary of Responsibilities

- b) Facilitate effective development and coordination of strategies to integrate NCDs in PHC at regional, subregional and country office levels, designing implementation strategies and providing technical cooperation to Member States, including community outreach strategies that will expand equitable access to primary health care for NCDs;
- c) Collaborate with experts, WHO, Member States and external partner organizations to develop and promote the implementation of evidence-based guidelines, protocols, and clinical pathways for NCD management in primary health care;
- d) Develop and lead initiatives that will increase capacities and skills of primary level care providers on evidence-based interventions for NCD screening, diagnosis, treatment and control in primary health care, including coordination of the development and promotion of virtual training courses through the PAHO Virtual Public Health Campus;
- e) Analyze, promote and improve the situation of access to essential medicines and technologies for NCDs in the region, in collaboration with other PAHO advisors working in the areas of NCD medicines and technology, and provide assistance to Member States to increase utilization of the PAHO Regional Revolving Funds.;
- f) Develop approaches and support the strengthening of facility based NCD data and monitoring, including collecting, analyzing, synthesizing and disseminating information related to NCD diagnosis and treatment in primary health care;
- g) Analyze data and information, develop and disseminate reports on the progress and outputs of the regional initiative on integrating NCDs in primary health care;
- h) Advise in the development and implementation of an evidence-based advocacy and communication" plan commensurate with a priority corporate undertaking, in collaboration with the Communications Department and other relative PAHO offices, to promote and raise the visibility of the Regional Initiative, to inform broad audiences of advances and achievements, and to maintain the highest attention and visibility within PAHO and among partners;
- i) Promote and facilitate the establishment of partnerships in support of the Regional Initiative with interested subjects and concerned groups, to expand their engagement and participation including focus on national level;
- j) Promote and support efforts towards the mobilization of resources, in collaboration with the Department of External Relations and Partnerships (ERP) and external partners;
- k) Represent the Organization at national, regional and international technical meetings and in inter-agency collaborations on integrating NCDs in primary health care;
- l) Contribute to the preparation of the Biennial Work Plan (BWP) and Human Resources Plan, as required;
- m) Provide leadership, guidance and monitoring of supervised staff by setting clear work objectives, ensuring timely and effective use of performance reviews and feedback mechanisms, engaging in regular communications, and solving interpersonal or technical conflicts; establish and support a learning environment, to include staff development in the Organization's fundamentals, managerial competencies and technical expertise;
- n) Promote a culture of ethical behavior and integrity in accordance with the Organization's Code of Ethical Principles and Conduct in order to ensure a culture of respect, responsibility, accountability, and compliance;
- o) Carry out other responsibilities and activities related to the Regional Initiative as required at the regional, subregional, and country levels;
- p) Perform other related duties, as assigned.