

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

POST DESCRIPTION

Job Identification: CCOG 1.I.03.s
Job Profile: J1951

Duration of Post: Limited
 Indefinite

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Advisor, Communicable Diseases Prevention, Control and Elimination	PRFP	.4964	P04	La Paz, Bolivia

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Communicable Diseases Prevention, Control and Elimination (CDE) Department promotes, coordinates, and implements technical cooperation activities directed toward the surveillance, prevention, control, elimination and/or reduction of communicable diseases and zoonosis, 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 acts in an advisory capacity on communicable disease prevention, control, and elimination, with a focus on major endemic infections. These include, but are not limited to, HIV/AIDS, sexually transmitted infections, tuberculosis, malaria, viral hepatitis, dengue and other arboviral ailments, neglected tropical diseases, antimicrobial resistance, neglected, foodborne and zoonotic infections in the One Health approach. The role also addresses key environmental and social determinants of health, such as climate change, environmental health, and social inequities, as well as worker health. He/she is a member of a multidisciplinary team at country office level and works in close collaboration with global, regional and subregional programs, national and subnational counterparts, UN agencies, NGOs and civil society. The position, in collaboration with other Advisors, will also assist in the implementation of the International Health Regulations (IHR) alert, preparedness, and response to outbreaks. He/she is expected to exercise judgment in interpreting documents and resolutions when planning, implementing, monitoring and evaluating programs as per WHO's General Work Program, the Country Cooperation Strategy (CCS), PAHO's Strategic Plan, Biennial Work Plan (BWP), policy orientations, mandates of Governing Bodies and other relevant guidelines. Responsibilities require the coordination of all activities and projects in the prevention and control of communicable diseases to provide technical cooperation in these areas and to develop activities in collaboration with national health authorities.

SUMMARY OF RESPONSIBILITIES

Under the technical guidance of the Director, Communicable Diseases Prevention, Control and Elimination (CDE) and the direct supervision of the PAHO/WHO Representative (PWR), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide technical cooperation to national health authorities on the implementation of programs and initiatives related to communicable diseases, environmental and social determinants of health, including, but not limited to HIV/AIDS, sexually transmitted infections, tuberculosis, malaria, viral hepatitis, neglected tropical diseases, antimicrobial resistance, foodborne and zoonotic infections in the One Health approach, aimed at prevention, control and elimination with emphasis on the strengthening of local health services in the context of primary health care, focusing on the determinants of health, to carry out program activities;
- b) Ensure that the implementation of technical cooperation areas under his/her responsibility is carried out promoting inter-programmatic work with other CO programs;
- c) Provide technical cooperation to the Ministry of Health and other institutions of the health sector on treatment schemes, diagnosis, patient management, identification of risk factors, methods and technologies for the control and elimination of communicable diseases;
- d) Conduct activities related particularly to communicable diseases prevalent in the assigned country;

- e) Collaborate with, and promote the surveillance, prevention and control of communicable diseases, with emphasis on the strengthening of local health services in the context of primary health care to carry out program activities;
- f) Promote collaboration between the Ministry of Health, the academic, and other pertinent sectors, to strengthen the capacity to monitor programmatic progress and impact of public health interventions including One Health Initiatives;
- g) Develop standards, guidelines, and procedures for the organization, operation, and evaluation of program activities; optimizing the use of the country's health systems and related socioeconomic infrastructure;
- h) Collaborate in the application of epidemiological concepts, principles, and methods for the planning, programming, administration, and evaluation of disease surveillance, prevention, and control programs;
- i) Provide technical advice for the management of information systems to ensure availability of core data country files and other information on health services. Collaborate in the development of national information systems for monitoring and reporting epidemiological surveillance of communicable diseases;
- j) Analyze, systematize, and disseminate scientific and evidence-based technical information and knowledge to support the development of public policies and regulations for disease prevention, control and elimination;
- k) Promote and facilitate coordination of research on communicable diseases at all levels of the health system and in academic institutions, supporting the development and revision of a national health research agenda;
- l) Support technical cooperation with the Ministry of Health, working in collaboration with the PHE Advisor and working with other sectors in the implementation of the International Health Regulations (IHR), including the activities of alert, preparedness and response to outbreaks;
- m) Participate in obtaining extra budgetary funds by assisting national authorities in the preparation of communicable diseases prevention, control and elimination project proposals for the appropriate national, bilateral and international financial agencies for research and for health services capacity building, collaborate in the implementation, monitoring and reporting of those projects;
- n) Collaborate in the preparation of the Representation's Biennial Work Plan (BWP) and the execution of international cooperation, including the analysis of political, technical and socioeconomic realities;
- o) Supervise CDE staff by establishing clear work objectives, conducting timely and effective performance appraisals, providing coaching and feedback, supporting staff development opportunities and actively contributing to promote good work climate;
- p) Ensure the definition and implementation of a plan to publish good practices in both scientific journals and broader public forums;
- q) Perform other related duties, as assigned.

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 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 the 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 all aspects related to surveillance of communicable diseases as well as a thorough knowledge of epidemiology, prevention and control methods.
- Professional expertise in preventive public health, epidemiological research, disease control and health services.
- Ability to analyze current surveillance systems and capability to develop and plan innovative and appropriate solutions for improvement.
- Knowledge and skills in the formulation of technical cooperation interventions and in the development of criteria and instruments for monitoring and evaluating program interventions.
- Managerial skills for the development, implementation and analysis of technical cooperation programs and activities, including budget programming and control.
- 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.
- Knowledge and practical expertise in International Health Regulations (IHR), outbreak control and public health emergencies.

EDUCATION (Qualifications)

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

EXPERIENCE

Essential: Nine years of combined national and international experience working in epidemiology and control programs or in the administration of health services related to the control of diseases, health analysis and statistics. Practical managerial experience in the operational aspects of prevention and control programs.

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.

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.