



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

POST DESCRIPTION

**Job Identification: CCOG 1.L.06.a
Job Profile: J2051**

**Duration of Post: Limited
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Advisor, Primary Health Care Policy, Planning and Evaluation	PRFP	P18300	P4	Washington, D.C.

OBJECTIVE OF THE OFFICE/DEPARTMENT

The primary objective of the Department of Health Systems and Services (HSS) is to strengthen health systems based on Primary Health Care, supporting universal health coverage. Its work encompasses the following areas: strengthening health systems governance for social protection in health; strengthening regulatory frameworks and financial protection mechanisms to promote the progressive realization of the right to health; organizing people-centered, integrated health service delivery; promoting access to and rational use of quality, safe, and effective health technologies; strengthening national health research systems, and promoting the integration of scientific knowledge into health care, health policies, and technical cooperation; and developing human resources for health.

ORGANIZATIONAL CONTEXT

The incumbent is a member of the Primary Health Care and Integrated Services Delivery (HSS/PH) team, supporting the technical cooperation activities included in the Biennial Work Plan (BWP), providing effective technical support in the organization and management of health systems, services, and networks with emphasis on primary health care (PHC) policy, planning, and evaluation. The incumbent will work within the strategic frameworks guiding the work of Health Systems and Services, including the WHO General Programme of Work (GWP), the Strategic Plan of the Pan American Health Organization 2026-2031, the Strategy for Universal Access to Health and Universal Health Coverage and other policy orientations. Under the general supervision of the Director, Health Systems and Services (HSS), and the direct supervision of the Unit Chief, Primary Health Care and Integrated Services Delivery (HSS/PH), the incumbent provides technical expertise implementing, and evaluating PHC policies and programs, and supports the design and implementation of monitoring and evaluation frameworks and methodologies to analyze public policies, health systems, health financing and services performance towards the progressive realization of Universal Health. The incumbent acts as focal point for the evaluating and strengthening institutional capacities for governance within PHC-based health systems, applying the Essential Public Health Functions (EPHF) approach. His/her supervisor provides guidance on the Program’s priorities and strategies; approves workplans; and reviews progress of ongoing activities. The incumbent will work in close collaboration with the HSS team, internal stakeholders, including priority programs, Member States and external stakeholders, private sector; NGOs; community/user representatives; universities; professional associations; multilateral and bilateral agencies; donors/foundations; etc.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Director, Health Systems and Services (HSS), and the direct supervision of the Unit Chief, Primary Health Care and Integrated Services Delivery (HSS/PH), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide technical guidance for policy analysis and research to inform the development of PHC policies and strategies aligned with national and international health priorities.
- b) Design and support the implementation of monitoring and evaluation frameworks for PHC policies to assess program impact and effectiveness, ensuring evidence-based decision-making.
- c) Collaborate with stakeholders to identify gaps, challenges, and opportunities in EPHF delivery, ensuring evidence-based and contextually relevant policies. Adapt regional methodologies to meet Member States' specific needs, guiding EPHF evaluations and strategic action plans that strengthen PHC.
- d) Generate evidence and information on health financing and economics to progressively advance towards Universal Health, improving equity and efficiency through PHC; advise, develop, implement, and evaluate strategies in health economics and financing to inform policy decisions in the financial sustainability of health systems transformation based on Primary Health Care.
- e) Promote and support capacity development strategies with governments, health providers, and community organizations in PHC planning, implementation, and evaluation. Collaborate with multidisciplinary teams to establish clear objectives, targets, and indicators, ensuring accountability and progress monitoring towards universal health goals.
- f) Develop training materials, tools, and resources, and build capacity to enhance skills in policy analysis, strategic planning, and monitoring and evaluation within PHC systems.

- g) Document and disseminate best practices, lessons learned, and innovative approaches in PHC policy, planning, and evaluation. Publish reports, articles, and presentations to share findings with stakeholders, contributing to knowledge exchange and evidence-informed decision-making.
- h) Provide guidance and technical assistance to Member States in data collection, analysis, and interpretation, addressing barriers to access and mobilizing stakeholders for policy recommendations.
- i) Develop the monitoring and evaluation reports of the PAHO Strategic Plan and Program and Budget in the programmatic areas under the responsibility of HSS/HS; collaborate with other HSS teams and liaise with them to ensure internal coherence.
- j) Collaborate in PAHO's inter-programmatic activities in priority areas related to primary health care, social determinants of health, public policies, measurement of equity in access to health services, health systems research, and overall health systems performance.
- k) Participate in the preparation of the annual program of work, budget and evaluation reports of the HSS/HS, including participation in resource mobilization activities.
- l) Collaborate in the design of strategies and actions for the mobilization of resources, in support of the Project's programs and/or projects funding.
- m) Support the continued development of Alliance for Primary Health Care between PAHO, WB and IDB.
- n) 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

- Expert knowledge and expertise in the areas of health services and systems performance, information management, and monitoring and evaluation of equity in access and utilization of healthcare services.
- Demonstrated expertise in a wide range of quantitative and qualitative data analysis techniques, including literature reviews.
- Expert knowledge of advanced methods for analyzing household survey data to measure, evaluate and monitor health systems performance.
- Expertise and skills in management of large databases and use of statistical software packages for data analysis.
- Ability to analyze health systems and services issues, including public policy issues and to write technical reports.
- Expertise and skills in software programming for statistical analysis and database management and manipulation of large sets of health data.
- 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 bachelor's degree in a health or social science, information management, or field related to post and a master's degree in health management, policy, evaluation or public health from a recognized institution.

Desirable:

EXPERIENCE

Essential: Nine years of combined national and international experience working in health systems and services, Primary Health Care, public health governance, monitoring and evaluation, policy analysis, and/or program evaluation.

Desirable: Proven experience in quantitative and qualitative research methods and data analysis techniques. Experience working in international settings and multicultural environments

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. Proficiency in the Microsoft Suite is required. Additionally, experience in data analysis using quantitative and qualitative software such as Stata and NVivo is highly valued.