



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

**POST DESCRIPTION**

**Job Identification: CCOG 1.1.03.s  
Job Profile: J0191**

**Duration of Post:**  Limited  
 Indefinite

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Advisor, Health Surveillance, Disease Prevention and Control	PRFP	3863	P.4	Port-au-Prince, Haïti

**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 serves in an advisory capacity on communicable diseases and the environmental determinants of health, including the development and implementation of information systems, epidemiological surveillance, health information and analysis, and initiatives addressing environmental health risks. The position requires coordinating all activities and projects related to the prevention and control of communicable diseases and the management of environmental determinants of health within the Office's areas of responsibility, in accordance with the approved Biennial Work Plan (BWP). This includes providing technical cooperation to strengthen core public health capacities and support countries in fulfilling their obligations under the International Health Regulations (IHR), as well as enhancing preparedness, alert, and response to public health threats, including disease outbreaks, in close collaboration with national health authorities. The incumbent also provides technical guidance to national counterparts in epidemiology, including the design and implementation of health information systems and epidemiological surveillance, program development, and the evaluation of health services. In carrying out these responsibilities, the incumbent works closely with other programs within the PAHO/WHO Representative Office, national authorities, international agencies, and consultants to provide expert advice on technical matters of strategic importance to PAHO's technical cooperation agenda, and to represent and commit the Organization within the established parameters of delegated authority.

**SUMMARY OF RESPONSIBILITIES**

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

- a) a) Provide technical cooperation to the Ministry of Health and other institutions of the national health system to strengthen capacities in detection, laboratory confirmation, epidemiologic investigation, case management, as well as prevention and control measures for communicable diseases including outbreaks;

- b) Provide technical cooperation to the Ministry of Health and other institutions on strategies to implement environmental public health programs to address local environmental factors that influence human health, including physical, chemical, and biological factors external to a person including air quality, water, sanitation, chemicals, and climate change;
- c) Provide technical cooperation to the Ministry of Health to fulfill their obligations related to the International Health Regulations (IHR) including participation in the process of verification and risk assessment on reported public health events including outbreaks;
- d) Provide technical cooperation to strengthen the organization, function, analysis and use of health information systems, vital statistics and public health surveillance at all levels;
- e) Advise and collaborate in the development and strengthening of capacities in epidemiology at all levels including competencies in field epidemiology;
- f) Collaborate and promote surveillance, prevention and control of communicable diseases, including epidemic and neglected diseases, zoonosis and food safety;
- g) Collaborate in the development and implementation of prevention programs and health services for the control of communicable diseases, with emphasis on the strengthening of local health services to carry out program activities;
- h) Collaborate with the Department of Health Emergencies (PHE), including the PHE team in Haiti, and liaise with its respective technical units at PAHO HQ for responding to any potential and declared emergency;
- i) Develop standards, guidelines, and procedures for the organization, operation, and evaluation of program activities; optimize the use of the country's health systems and related socioeconomic infrastructure;
- j) Collaborate in the application of epidemiological concepts, principles, and methods to the planning, programming, administration, and evaluation of disease surveillance, prevention, and control programs;
- k) Analyze, systematize, and disseminate scientific and evidence-based technical information and knowledge to support the development of public policies and regulations for disease prevention and control and to address the environmental determinants of health;
- l) Promote and coordinate research on communicable diseases and environmental determinants of health at all levels of the health system and in academic institutions;
- m) Participate in obtaining extra budgetary funds by assisting national authorities in the preparation of proposals to control communicable diseases and address environmental determinants of health; collaborate in the implementation, monitoring and reporting of those projects;
- n) Promote the collaboration between the Ministry of Health and the academic sector to strengthen the capacity to monitor programmatic progress and impact of public health interventions;
- o) 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;
- p) Cooperate and collaborate with other relevant projects and programs to achieve maximum synergies, efficiencies, and impact in the control of communicable and in addressing the environmental determinants of health;
- q) Supervise the communicable diseases team within the PWR Office; establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback, support staff development opportunities and operate with a strong inter-programmatic approach;
- r) 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

- 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.
- Knowledge and practical expertise in the application of the International Health Regulations (IHR) and outbreak control at national and international level.
- Professional expertise in preventive public health, epidemiological research, disease control and health services.
- Ability to analyze current surveillance systems and to develop and plan innovative and appropriate solutions for their improvement.
- Capacity to apply epidemiologic and other evidence-based approaches to address environmental determinants of health.
- Knowledge and skills in the formulation of technical cooperation interventions and in the development of criteria and instruments for evaluating program interventions.
- Managerial skills for the development, implementation and analysis of technical cooperation programs and activities, including budget programming and control as well as supervision of consultants.
- 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 and a master's degree in epidemiology, public health or in any of the fields related to the functions of the post, 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 control of diseases, health analysis and statistics.

Practical managerial experience in the operational aspects of prevention and control programs including outbreak or alert and response team management.

**Desirable:** Proven work experience in the context of a health and humanitarian crisis would be an asset.

#### **LANGUAGES**

Fluency in French with a working knowledge of English or Spanish. Knowledge of additional languages, such as Haitian Creole, as well as any additional official language of the Organization 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.