

 Pan American Health Organization  World Health Organization REGIONAL OFFICE FOR THE Americas		World Health Organization/Organización Mundial de la Salud Pan American Sanitary Bureau/Oficina Sanitaria Panamericana POST DESCRIPTION		
Job Identification: CCOG 1.1.03.n Job Profile: J1952		Duration of Post: ☐ Limited ☒ Indefinite		
Title	Category	Position Number	Grade	Duty Station
Director, Communicable Diseases Prevention, Control and Elimination (CDE)	PRFP	.5992	D-1	Washington, D.C.

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 provides strategic leadership, direction, and oversight for the Organization's program of work on Communicable Diseases Prevention, Control, and Elimination, ensuring effective coordination across organizational departments, Country Offices, and a broad range of external partners and stakeholders. The incumbent is accountable for the management of substantial financial, human, and technical resources and for the development and implementation of policies, strategies, and innovative approaches that advance the Organization's objectives in communicable diseases.

Leading multidisciplinary teams of professional and administrative staff, the incumbent drives the achievement of complex, high-impact programmatic goals in a dynamic political and public health environment. The role requires the provision of authoritative technical and strategic advice, informed judgment, and expert contributions to organizational decision-making. The incumbent interprets and operationalizes resolutions and mandates from the Governing Bodies of WHO and PAHO, exercising authority for the review, approval, and oversight of work plans, programs, and related activities. The incumbent serves as a key organizational leader and representative, fostering collaboration and alignment across the Organization and with national authorities, international agencies, development partners, academic institutions, and other stakeholders.

The role entails analyzing and assessing the political, financial, operational, and public health implications of major strategic decisions; establishing organizational priorities and guiding principles for the integration and coordination of programs under delegated authority; and determining, advocating for, and allocating the resources necessary to fulfill the Organization's responsibilities and achieve measurable results in communicable disease prevention, control, and elimination.

SUMMARY OF RESPONSIBILITIES

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

Strategic Leadership and Technical Cooperation

- a) Provide strategic, technical, policy, and programmatic leadership for the implementation of the Organization's technical cooperation agenda related to communicable diseases, zoonoses, antimicrobial resistance and infection prevention and control, communicable disease risk factors, and food safety. Guide the development and execution of evidence-based policies, strategies, and interventions that support Member States in achieving regional and global public health goals.
- b) Advise Member States on the design, implementation, monitoring, and evaluation of effective interventions for the prevention, surveillance, control, and elimination of communicable diseases. This includes neglected tropical diseases (such as onchocerciasis, schistosomiasis, trachoma, and lymphatic filariasis), vector-borne diseases (including malaria, Chagas disease, leishmaniasis, dengue, and chikungunya), zoonotic diseases (including rabies and leptospirosis), foodborne diseases caused by bacterial, viral, and parasitic agents, as well as HIV/AIDS, tuberculosis, viral hepatitis, and sexually transmitted infections. Promote the adoption of evidence-based policies and the application of relevant global, regional, and national health strategies and health promotion frameworks.

Disease Elimination and Program Innovation

- c) Lead and coordinate the implementation of PAHO's Disease Elimination Initiative, a flagship interprogrammatic strategy aimed at eliminating more than 30 communicable diseases and related conditions in the Americas by 2030. Foster collaboration across technical departments, Country Offices, Member States, and partners to accelerate progress toward elimination goals through integrated, innovative, and sustainable approaches.
- d) Promote and support research, innovation, and knowledge generation to strengthen prevention, surveillance, control, and elimination efforts. Facilitate the dissemination of scientific, technical, and policy information and encourage the exchange of successful experiences and best practices among countries and partners.

Food Safety and One Health Approaches

- e) Provide technical cooperation with Member States to strengthen food safety systems and reduce risks associated with foodborne diseases across the entire food chain, from production to consumption. Support the implementation of the core components of effective national food safety systems, including legislation, inspection and enforcement mechanisms, surveillance and monitoring systems, laboratory capacity, risk communication, and public education initiatives.
- f) Promote integrated and multisectoral approaches, including One Health principles, to address zoonotic diseases, antimicrobial resistance, food safety, and other communicable disease threats at the human-animal-environment interface.

Resource Mobilization and Strategic Partnerships

- g) Mobilize financial and technical resources to support the Department's priorities and ensure sustainable program implementation. Identify and secure diversified funding opportunities, including multi-year and predictable financing mechanisms, in collaboration with other organizational units and external partners.
- h) Develop, strengthen, and maintain strategic partnerships with governments, donor agencies, United Nations entities, the Inter-American System, academic and research institutions, nongovernmental organizations, civil society organizations, and other stakeholders to maximize programmatic integration, effectiveness, and impact.
- i) Advocate within the Organization and externally, to ensure communicable diseases remain a priority on regional, national, and international political and development agendas.

Representation and External Relations

- j) Serve as the principal representative of the Department and maintain effective liaison across the Organization, within WHO, and with external stakeholders. Build consensus and facilitate collaboration among diverse partners to advance regional public health priorities and strengthen collective action in communicable disease prevention, control, and elimination.

- k) Provide high-level technical and strategic advice to Member States, regional bodies, and partner institutions in areas of recognized expertise.

Governance, Strategy, and Organizational Management

- l) Provide overall leadership for the Department by defining strategic priorities, objectives, operational plans, and budgetary requirements in accordance with Governing Bodies' mandates and organizational priorities. Ensure that departmental strategies, activities, and outputs are aligned with the Organization's mission, vision, values, policies, and strategic objectives.
- m) Oversee the preparation, implementation, monitoring, and reporting of departmental work plans and budgets, ensuring the effective use of financial, human, and logistical resources. Prepare and present executive-level reports and briefings to Governing Bodies and senior management on program achievements, challenges, and strategic directions.
- n) Direct and contribute to the development, implementation, and evaluation of policies, standards, and procedures within areas of responsibility, providing authoritative guidance and recommendations on complex technical and organizational issues.

Managerial and Supervisory Responsibilities

- o) Lead and manage the CDE Department, including planning, organizing, and directing the work of professional and support staff.
- p) Establish and monitor clear performance goals; ensure effective resource allocation, and foster a respectful, inclusive, and professional work environment.
- q) Supervise, mentor, and evaluate staff performance; promote learning, accountability, and professional development in accordance with organizational values and policies.
- r) Manage the Department's financial and human resources, including budget planning, resource allocation, and monitoring expenditures.
- s) Establish internal procedures, workflows, and quality assurance mechanisms to ensure efficient, confidential, and timely delivery of ethics services.
- t) Contribute to organizational strategic planning, governance reforms, and organizational development initiatives related to ethics, integrity, and accountability.
- u) Provide a stable and effective management framework that inspires confidence among Member States, partners, donors, and staff while ensuring operational excellence and the achievement of sustainable results.

Other Responsibilities

- v) 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: **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. Share decisions and directives of senior management and communicates to 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.

TECHNICAL EXPERTISE

- **Technical:** Extensive expertise at a senior decision-making level in public health and communicable diseases, including epidemiology, prevention, and control and considerable familiarity with other fields relevant to the Department's responsibilities in 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 management of a large public or private administration of administrative and technical matters requiring sensitive negotiation, and high-level intervention. Demonstrated ability to provide professional leadership to strategic, organizational, managerial and analytic work in health; resourcefulness, initiative, highly developed judgment and interpersonal skills to deal with difficult situations and sensitive areas. Must further possess a recognized capacity to lead, strategize, and supervise by persuasion and through consensus building. 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.
- **Administrative:** Skills in resource mobilization (including fundraising and partner collaboration) and financial management for the delivery of expected results.

EDUCATION

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

EXPERIENCE

Essential: Fifteen years of combined national and international experience in progressively challenging managerial positions in communicable diseases, including the development and evaluation of policies and programs for

prevention and control of communicable diseases, and the application of epidemiological methods to disease surveillance and public health program planning and evaluation.

LANGUAGES

Fluency in English or Spanish with a working knowledge of the other language.

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.