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

POST DESCRIPTION

Job Identification: CCOG 1.I.03.g **Job Profile J0872**	**Duration of Post:** ☒**Limited** ☐**Indefinite**

Title	***Category***	***Position Number***	***Grade***	***Duty Station***
Advisor, Immunization	PRFP	.5220	P04	Washington, DC

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Comprehensive Immunizations Special Program (CIM) is responsible for the promotion and coordination of technical cooperation and alliances to support Member States in achieving a sustainable and equitable reduction of morbidity, mortality, and burden of disease from vaccine-preventable diseases (VPD) through prevention, control, and elimination strategies. CIM seeks to revitalize Member States' immunization programs through the application of innovative approaches, strategies, and best practices.

ORGANIZATIONAL CONTEXT

The incumbent is a member of the Comprehensive Immunization Special Program (CIM) supporting all the technical cooperation activities included in the Unit's Biennial Work Plan (BWP). As part of the CIM, the incumbent acts in an advisory capacity, responsible for implementation of program strategies and activities related to the eradication and/or elimination and/or the control of vaccine preventable diseases (VPDs). The incumbent provides technical cooperation to Member States to strengthen the national immunization programs, vaccine delivery, surveillance of VPDs, and capacity to timely respond to outbreaks and events of vaccine-preventable diseases. Within the team, the incumbent will be responsible for the design and implementation of technical cooperation interventions within the framework of the approved Biennial Work Plan and oriented to reach the regional goals contemplated in the Regional Immunization Action Plan (RIAP) or equivalent document and provides orientation for technical decisions within the Organization in matters related to his/her specialty.

SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the Deputy Manager, Comprehensive Immunizations (CIM), and the general supervision of the Executive Manager, Comprehensive Immunizations (CIM), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

a) Advice and provide technical cooperation to national immunization programs on the implementation of program strategies and activities related to the eradication and/or elimination and/or the control of immunization targeted diseases;
b) Collaborate and coordinate with national and international agencies, NGOs, bilateral entities and multilateral organizations which support immunization projects to make optimum use of the technical, administrative and economic resources available in the Americas for this program;
c) Develop a road map to strengthen immunization services within the broader context of health systems strengthening (HSS), universal health coverage (UHC) and regional and global strategic guidelines;
d) Promote linkages with governments, national and international agencies, NGOs, bilateral entities, external partners such as UNICEF, the GAVI Alliance, foundations, international institutions, global funds, donors, political integration and multilateral organizations to enhance political commitment and to make optimum use of the technical, administrative and economic resources available for the immunization programs;
e) Collaborate and assist CIM in promoting synergies and building inter-programmatic collaborative relationships with other units, Departments and three levels of WHO, to ensure the promotion of strengthened coherence and coordination of immunization activities and partnerships;

f) Coordinate the technical assistance for specific topics-events of VPDs that are delegated by the Deputy Manager, to give attention to different requests sourced by such topics (either internal or external requests).
g) Advise and provide technical cooperation to national immunization programs on the implementation of program strategies and activities related to the eradication and/or elimination and/or the control of VPDs
a. Identify and resolve problems hampering the implementation of the technical cooperation for increased equity in vaccine coverage and the accomplishment of vaccine-preventable disease control/elimination/eradication;
b. Develop immunization plans, strategies and tactics for achieving high and homogeneous vaccine coverage at municipal level;
c. Oversee the organization of epidemiological surveillance systems for vaccine-preventable diseases.
d. Systematize methods for reporting administered immunization to eradicate or eliminate VPDs;
e. Collaborate and coordinate with the Regional Program in maintaining an active information system on morbidity related to VPDs;
f. Train personnel in all aspects of program implementation, the eradication and/or elimination of VPDs;
g. Support intra and extra-sectoral coordination as well as at the institutional level;
h. Support social mobilization for immunization programs;
h) Prepare project proposals for resource mobilization, periodic and special reports on the progress and development of immunization activities, papers and publications for peer-reviewed academic journals;
i) Lead innovative surveillance networks for vaccine effectiveness and impact evaluation in middle- and low-income countries and partner institutions;
j) Oversee the preparation and coordination of special vaccinations events in collaboration with the Member States, Partners and other Regions and Organizations;
k) Oversee the preparation and coordination of international training programs on: operational and administrative aspects of immunization programs; mobilization of resources; program management; technical issues; specialized surveillance activities and outbreak response for VPDs;
l) Develop and promote research programs related to different operational and epidemiological components of immunization programs and related activities;
m) Support CIM and national immunization programs toward the adoption and monitoring of innovative approaches on surveillance, vaccination coverage analyses, identification of barriers to immunization, integration with Primary Health Care, and the global and regional immunization framework;
n) Develop methodologies and protocols to support the immunization program on the deployment of pandemic response vaccines, and collaborate with the Member States for its implementation;
o) Advise and provide technical cooperation to national immunization programs on the process of documentation and verification of the VPDs in eradication and/or elimination frameworks;
p) Participate in team-based project development and execution of the program of work and the preparation of the biennial work plan (BWP) and related budgets, work plans, and progress reports, periodic analytical reports to donors, and briefing books for vaccine-preventable disease control /elimination /eradication;
q) Collaborate in the preparation of biennial programs and budgets, semiannual work plans and periodic evaluations for assigned projects; participate in the annual evaluation of the Team;
r) When called upon to directly supervise staff, establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities;
s) Be the main focal point for specific diseases or vaccines, articulating effectively among technical pillars in CIM, as assigned by the first level supervisor.
t) 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 personal behavior to avoid stereotypes and consider 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 solve your own and team 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 a team and sets an example, while explicitly articulating lessons learnt for own and team benefits.

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

- Extensive knowledge of the principles and recent developments in surveillance, epidemiology, and biostatistics.
- Extensive knowledge of programming management.
- Extensive knowledge in the implementation strategies to eradicate and/or eliminate vaccine preventable disease.
- Extensive knowledge and abilities in editing publications for international audiences and in developing policy documents.
- Ability to negotiate, influence, and impact positively on the generation and implementation of plans.
- Demonstrated ability in the application of epidemiological techniques and procedures for analyzing the magnitude of vaccine preventable diseases or conditions affecting the health of the population, determining factors which influence the magnitude of these diseases or conditions; applying and evaluating selected interventions designed to reduce the magnitude of these diseases.
- 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 university degree in a health-related profession and a master's degree in epidemiology, public health or any other field related to the functions of the post from a recognized institution.

EXPERIENCE

Essential: Nine years of combined national and international experience in public health, epidemiology or disease prevention and control. Of these at least four years of experience in the design, implementation, and evaluation of immunization programs and interventions, including surveillance and outbreak response.

Desirable:

- Working experience in planning of immunization delivery (including microplanning, campaign planning, and outbreak response.

- Working experience in all aspects of vaccine preventable disease surveillance.
- Working experience in the implementation of behavioral change, demand generation, and combating misinformation towards immunization.

LANGUAGES

Fluency in Spanish or English and 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.