



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration: Limited Duration
 Fixed Term

Title	Category	Grade	Duty Station
Administrative Assistant	G	G4	Trinidad
<i>First Level Supervision</i>	Senior Technical Officer(s) Communicable Disease and Injury (CDI)	<i>Second Level Supervision</i>	Head - Communicable Disease and Injury (CDI)
Signature:	Date: 22/11/19	Signature:	Date: 22/11/19

2 Objective/Overview of the Programme

CARPHA's mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, in order to prevent disease, promote health and to respond to public health emergencies. To support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community.

3 Organizational Context *(Job summary, the role of the individual within the team e.g. team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.*

Work consists of a variety of tasks that are carried out in accordance with prescribed standardized secretarial practices and procedures; guidance concerning their applicability and interpretation is readily available. Working contacts are Member States, International Development Partners (IDP's) and all staff members, requiring in-depth knowledge and function of CARPHA's systems, policies and procedures.

4 Summary of Responsibilities

- Undertakes a wide range of administrative functions including the drafting and preparation of correspondence, standardized forms, reports, manuals, tables, charts and other documents, using appropriate software applications;
- Reviews typed correspondence for completeness of text, copies, enclosures and grammatical correctness, in accordance with established relevant practices and procedures, recommending changes as appropriate;
- Receives incoming correspondence and other documentation, assembles background information and takes the necessary action on routine matters;
- Develops and maintains a computerized and manual filing system for easy retrieval of contacts, files, documents etc., compiles background data and information as required from files for preparation of correspondence and reports;
- Performs routine secretarial functions such as receiving and making telephone calls and facilitating other communication within and outside the Agency, receiving visitors, scheduling appointments and maintaining calendars of meetings, following up on the delivery of reports, correspondence and other pending matters; ensuring timely responses to all communications, and making logistical arrangements for official visits to the department;
- Coordinates arrangements for workshops, meetings, seminars etc.;
- Works with all team members to uphold excellent standards;
- Acquires documents and maintains the material housed by the Department to which they are assigned, files relevant documentation and retrieves as directed or required;
- Embraces new ways of working or any new technology;
- Coordinates travel arrangements for staff in collaboration with Logistics Officer in charge of Agency travel;
- Organisational skills, ability to prioritise own workload within timelines and meet deadlines;

Continue on additional page if necessary....

Description and Classification approval

Signature
Title

Executive Director - CARPHA

Date 22/11/19

PART B

KEY BEHAVIOURAL COMPETENCIES

List and describe, in order of priority, essential competencies to perform the job

5	Leadership and Managing Public Health Organization and Practice	<ol style="list-style-type: none"> 1. Practices good communication internally and externally and actively participates in organizational development. 2. Works as part of a team, supports colleagues in the achievement of the organization objectives. 3. Understands project management techniques and adheres to the Standard Operating principles governing the monitoring of projects. 4. Supports knowledge transfer activities and results-based activities 5. Understands the importance of partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors. 6. Understands the importance of business-process re-engineering for public health, including incorporating mHealth and other health technologies to improve organizational efficiency and public health effectiveness. 7. Practices continuous improvement.
	Communications for Public Health	<ol style="list-style-type: none"> 1. Understands the importance of the role health information plays in the region. 2. Understands the importance that epidemiological evidence plays in supporting the spectrum of public health actors within and among CARPHA member states, and among global actors to strengthen and support local, regional and global responses to public health risks, threats, and events. 3. Supports others in the effective communication with the local, regional and global media, including the use of social media networks.
	Evidence-Based Policy and Planning, Regulation and Control	<ol style="list-style-type: none"> 1. Understands and supports others in producing evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups. 2. Understands the role of quantitative and qualitative research methodologies. 3. Understands the need for application of methods such as the Halon Method of prioritization. 4. Supports the implementation of health information systems, including critical components such as public health surveillance and control systems to address new, emerging and re-emerging diseases and public threats. 5. Supports others in the application and conduct of health-scenarios planning, including the incorporation of impact assessment of bilateral and multilateral agreements, to public health decision-making. 6. Supports others in the application of strategic planning methods and the development and execution of strategic plans. 7. Supports others in the conduct of impact-evaluation of population-level intervention and health service performance.
	Public Health Emergency Preparedness, Mitigation, and Response	<ol style="list-style-type: none"> 1. Supports responder to public health emergencies, assists in the preparedness of plans, including the use of best-practice tools to conduct hazard and vulnerability assessments, mitigation and continuity of business planning. 2. Provides support during public health emergencies, including to emergency operations centres, incident command and control and emergency management teams. 3. Understands the importance of multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization.
	Caribbean Context and Small-Island Developing States	<ol style="list-style-type: none"> 1. Supports others in the implementation of population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS). 2. Understands the importance of best-practice interventions targeting the social determinants of health in the Caribbean context. 3. Supports others in the implementation of cultural approaches to public health in the Caribbean.
	Health Economics and Public Health Financing	<ol style="list-style-type: none"> 1. Supports others in the development of programmatic and organizational budgets. 2. Ensures adherence to programmes within current and forecasted budget constraints. 3. Practices cost-effectiveness, cost benefit, and cost-utility in day to day operations. 4. Understands the importance of mobilizing funds from international and global health programs, and mobilisation of funds through novel financing mechanisms such as social/health impact bonds to improve public health.

6

Technical Expertise (*List and describe, in order of priority, the abilities required to perform the job*).

- Proficiency with Microsoft applications e.g. Word, Excel, Outlook, PowerPoint and Microsoft Publisher.
- Ability to write/originate meeting notes, routine correspondence and reports.
- Ability to organize, and carry out administrative processes such as: meetings, acquisition of supplies and equipment, preparation of reports, taking and transcribing of minutes, etc.
- Ability to work to a high level of accuracy with attention to detail.
- Ability to work as a team member and under pressure.
- Ability to exercise discretion and tact at all times.
- Willingness and ability to learn quickly.
- Excellent interpersonal relationships and communication skills.
- Ability to problem solve.

7

Education (Qualifications)

Essential: Formal training in advanced secretarial procedures as evidenced by advanced secretarial certification, including APS (Administrative Professional Secretaries) certificate or equivalent.

Desirable: Undergraduate Degree or graduate diploma in Business Administration with formal training in advanced secretarial procedures.

8

Experience

Five - Seven years of experience in administration.

Proven experience in the organization of official meetings an advantage.

9

Languages

Excellent knowledge of English. Working knowledge of French and Spanish will be an asset.

10

IT Skills

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office applications.

SUMMARY OF RESPONSIBILITIES (Cont'd)

- Participates fully in office meetings and records proceedings of meetings, edits and distributes minutes as required;
- Maintains contact information for selected technical groups in CARPHA member countries;
- Prepares documents relating to the procurement of office supplies and other goods and services, validates receipt and prepares requests for cheque payments in accordance with existing financial policies and procedures;
- Arranges for shipment of documents and other materials and assists with packaging as required;
- Perform other related duties as required or instructed, including providing administrative support to other areas of work and departments or teams as assigned.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.