



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration: Limited Duration
 Fixed Term

| Title | Category | Grade | Duty Station |
|-----------------|----------|-------|--------------|
| Finance Officer | P | P1 | Trinidad |

First Level Supervision: Project Accountant
 Second Level Supervision: f Financial Controller

Signature: *[Signature]* Date: 25/11/2019
 Signature: *[Signature]* Date: 25/11/2019

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. CARPHA is serving as the Executing Agency for selected regional activities under a World Bank – funded Organisation for Eastern Caribbean States (OECS) Regional Health Project. The Project Development Objective (PDO) is to 'improve preparedness capacities of health systems for public health emergencies in the OECS region'.

The Project consists of the following Components:

1. Improved Health Facilities and Laboratory Capacity;
2. Strengthening Public Health Surveillance and Emergency Management;
3. Institutional Capacity Building, Project Management and Coordination;
4. Contingency Emergency Response.

3 Organizational Context *(Describe the work environment, the role of the individual within the team –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.*

This position will provide critical support in the administration, budgeting and reporting for the World Bank OECS project, ensuring that project is delivered within budget and in accordance with donor regulations. Under the direct supervision of the Project Accountant, the incumbent will ensure that all financial activities related to the project are executed within CARPHA's financial regulations.

4 Summary of Responsibilities *(may continue on separate sheet if necessary)*

Project Planning, Implementation and Coordination

1. Monitor the planning, budget, and resource coordination of externally funded projects assigned and ensure adherence to donor administrative and financial regulations.
2. Monitor the project budget and ensure adherence to Donor and CARPHA's administrative and financial regulations / procedures.
3. Review purchase requests, travel authorizations and other requests for funds to ensure compliance with Donor and CARPHA's rules and regulations, and availability of funds within budget lines.
4. Ensure that project budget is entered into the Enterprise Resource Planning (ERP) system and monitored regularly.
5. Follow up on outstanding claims for travel advances issued to officers.
6. Preparation and submission of all project reports – monthly, quarterly, annually and end of project.
7. Preparation of monthly budgeted vs actual reports for project.
8. Preparation of monthly bank reconciliation statements by the 15th of the following month.
9. Assist with internal and external audits of project.
10. Ensure appropriate filing and records management for the project.
11. Attends Donor meetings and provides updates on burn rates etc.
12. Provide support to the Programme Coordinating Unit (PCU).

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 this Project and, in addition, as a term of your employment you may be required to undertake various other duties, related to the Project, as may reasonably be required.

Description and Classification approval

Signature
Title

Joy St John
Executive Director

Date

25/11/19

PART B

KEY BEHAVIOURAL COMPETENCIES

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

| | | |
|---|--|--|
| 5 | <p>Leadership and Managing Public Health Organization and Practice</p> | <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. |
| | <p>Communications for Public Health</p> | <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. |
| | <p>Evidence-Based Policy and Planning, Regulation and Control</p> | <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. |
| | <p>Public Health Emergency Preparedness, Mitigation, and Response</p> | <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. |
| | <p>Caribbean Context and Small-Island Developing States</p> | <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. |
| | <p>Health Economics and Public Health Financing</p> | <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).*

- Ability to successfully apply the Agency's communication policies and strategies in interactions with key stakeholders in member states and international partners, in coordination with the Project Coordinator.
- Highly organized with ability to work on own or with members of a team.
- Ability to comfortably multi-task.
- Ability to adjust to changing priorities within demanding timeframes.

7

Education (Qualifications)

- A Bachelor's degree in Accounting, Finance, Business Management or Project Management. CPA, ACCA or additional professional qualifications would be an asset.

8

Experience

- At least 3 years' experience in financial/project accounting.
- Two (2) years of working experience with Donor / External sources of funding
- Excellent computer skills with knowledge of Microsoft applications.
- Working knowledge of QuickBooks accounting software and Enterprise Resource Planning (ERP) tools.

9

Languages

Fluency in verbal and written English.

10

IT Skills

Demonstrated ability to effectively use a computer and utilize software Programmes such as Microsoft Office Word, Excel, PowerPoint, Outlook and SharePoint. Other IT skills and knowledge of accounting software would be an asset.