

**CARIBBEAN EPIDEMIOLOGY CENTRE (CAREC)
POST (WORK PACKAGE) DESCRIPTION**

Vision Statement: *"CAREC, a public health information, service and consulting organisation, dedicated to being the best at providing the information and specialised support services that people need to improve health and prevent disease in the Caribbean".*

Mission Statement: *"To improve the Health status of the Caribbean people by advancing the capability of member countries in Epidemiology, Laboratory technology and related public health disciplines through technical co-operation, service, training, research and a well-trained motivated staff".*

Core Competencies: *Creating and sustaining stakeholder relationships.
 Scanning of the environment.
 Developing innovative public health technology.
 Training in public health practices.
 Disseminating public health technical information.*

Shared Values: *Improving customer service.
 Managing for impact.
 Teamwork and participation.
 Empowerment and accountability.
 Leadership and innovation.*

Learning Enterprise Statement:
The Centre is committed to being a high-performance, value-driven, knowledge-based organisation with horizontal, cross-functional, problem-solving teams being the major way of doing business.

Work Dimension Statement:
The incumbent is expected to be flexible and supportive in a collaborative and learning environment where team work is emphasised. Performance will be measured by a system which supports the above.

Please review the **Document Procedure Instructions** before completing this form.

SECTION "A"	POST (Work Package) IDENTIFICATION
POST(Wrk. Pkg.) TITLE:	Manager – Laboratory Division
DIV/DEPT/PROG	Laboratory
TEAM	Lab Administration
PAY GRADE:	CP-5

SECTION “B”	POST (Work Package) SUMMARY
<p>This position directs and coordinates the operations of the Laboratory Division including determining plans and developing policies and procedures in the provision of laboratory, reference, information and training services to CAREC and CAREC Member Countries (CMCs); provides the key linkage between other units of CAREC, including the Public Health Intelligence (PHI) Unit, and the Laboratory Division; advises the Director and other relevant staff on laboratory matters. The position also oversees the monitoring and evaluation of the performance and development of personnel within the Division.</p>	

SECTION “C”	DUTIES AND RESPONSIBILITIES (Value Adding Processes)
<p>CORE:</p> <p>Plans, directs and coordinates activities of the Laboratory Division and its staff and ensures that it meets the highest standards of quality in safety in its operations.</p> <p>Develops and ensures the implementation of policies governing the operations of the Division.</p> <p>Establishes and maintains systems for the effective management of the Division.</p> <p>Facilitates, in collaboration with the Epidemiology Manager, and Project Manager Medical Laboratory Strengthening Project, the establishment and maintenance of effective linkages between the laboratory and surveillance unit at CAREC as well as the Caribbean Medical Laboratory project.</p> <p>Coordinates laboratory support to CAREC disease prevention and control programmes, e.g. SPSTI, EPI.</p> <p>Coordinates and manages technical and clinical consultancy inputs.</p> <p>Facilitates in collaboration with the epidemiology Manager, the development and maintenance of appropriate laboratory information systems for effective surveillance practice.</p> <p>Develops and ensures the implementation of policies and systems for promoting sound laboratory practices both within the Centre and in CAREC Member Countries (CMCs)</p> <p>Collaborates with the H.R. Department to ensure the establishment and observance of standards, policies and procedures with respect to human resource management of the Division.</p> <p>Manages the financial resources of the Division consistent with the financial policies and procedures of the Centre.</p> <p>Participates in efforts to mobilize resources and in the development of project proposals to obtain funding.</p> <p>Provides administrative and technical advice on the provision of reference services to CMCs.</p> <p>Coordinates and assists in training of CAREC and member country personnel involved in laboratory surveillance activities.</p> <p>Coordinates the evaluation of laboratory services in CMCs in collaboration with members of the PHI Unit, other relevant staff and associates within and outside the region.</p> <p>Coordinates and participates in the preparation of annual and biennial work plans (APB, BPB), and the division’s annual report.</p> <p>Supervises staff, evaluates performance and implements appropriate programmes for the development of staff within the Division.</p>	
<p>SUPPLEMENTARY</p> <p>Other related duties as assigned.</p>	

SECTION “D”	RELATIONSHIPS
<p>CORE:</p> <p>Director, CAREC - direct reporting</p> <p>Technical Coordinators - Laboratory Units - supervisory</p> <p>Manager - Epidemiology Division – collaborative</p> <p>Project Manager – Laboratory Strengthening Project - collaborative</p> <p>PHI Unit members - collaborative</p> <p>H. R. Department</p> <p>Laboratory Directors – CMCs</p> <p>Directors of private laboratories - CMCs</p> <p>PAHO Country Representatives</p>	

SUPPLEMENTARY:

Other CAREC Divisions and Programmes

SECTION “E”

CORE COMPETENCIES

KNOWLEDGE:

About the mission, strategic direction and functioning of the organisation.
About the Centre’s administrative systems, processes and practices.
In depth knowledge of laboratory systems and procedures.
Broad knowledge of microbiology and public health.
Broad knowledge of management principles and practices including planning and budgeting.
Clear understanding of the policies and procedures of CAREC and PAHO/WHO, as well as the legal and regulatory environment within which the Centre operates.

SKILLS & ABILITIES:

Excellent managerial skills
Excellent interpersonal, oral and written communication and negotiation skills.
Excellent proposal development skills
Good leadership skills
Good analytical and systems-thinking skills
Computer literacy.
Ability to exercise tact, diplomacy and discretion and maintain calm and composure in difficult situations.
Ability to recognize the larger organization context in divisional decision making
Ability to exercise good judgment and to anticipate consequences.
Ability to translate decisions into appropriate action.
Ability to engender teamwork among members of the division and collaborators within and outside of CAREC.
Ability to adapt and adjust to a changing technical, financial and organizational environment.

VALUES & ATTITUDES:

Maintains confidentiality
Pays careful attention to detail
Pride in work and a quest for excellence
Innovative, flexible and results-oriented
Maintains focus on stakeholders and customers.
Professional conduct
Maintains high standards of quality, honesty and integrity
Promotes a positive image of the Centre
Undertake a proactive role as an agent of change.

OTHER COMPETENCIES:

Computer literate

