

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

Vision Statement: *“CAREC, a Public Health information, service and consulting organization dedicated to being the best at providing information and specialised support services that people need to improve health and prevent diseases 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.
Self respect and respect for others*

Learning Enterprise Statement: *The Centre is committed to being a high-performance, value-driven, knowledge-based organization 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 teamwork is emphasized. Performance will be measured by a system that supports the above.*

SECTION “A”	POST (Work Package) IDENTIFICATION
POST (Wrk. Pkg.) TITLE:	Project Manager
DIV/DEPT/PROG	Cervical Cancer Prevention and Control Network
TEAM	
PAY GRADE:	CP4

SECTION “B”	POST (Work Package) SUMMARY
The Project Manager will perform the functions of the Technical Officer of a sub-regional Cervical Cancer Prevention and Control Network.	
SECTION “C”	DUTIES AND RESPONSIBILITIES (Value Adding Processes)
<p>CORE:</p> <ul style="list-style-type: none"> • Serve as ex officio secretary to the sub-regional Technical Advisory Group (TAG) on Cervical Cancer Prevention and Control. • Identify and communicate with the broad group of cervical cancer prevention and control stakeholders in all 21 CAREC member countries who will be loosely affiliated into a <i>Cervical Cancer Prevention and Control Network</i>. • Act as intermediary between the TAG and the Network. • Coordinate activities with staff in PAHO/WHO country offices and Ministries responsible for health and gender affairs in the Caribbean. • Prepare annual work programmes and cost estimates for implementation of project activities, in consultation with project stakeholders. • Coordinate technical activities as determined by the TAG such as developing sub-regional evidence-based practice guidelines (screening, cytological diagnostic systems, management), establishing laboratory quality assurance standards, and designing information systems appropriate for the Caribbean. • Coordinate strategic planning exercises with selected Caribbean countries to identify existing plans, policies, and services and delineate the strengths, weaknesses, gaps and needs in cervical cancer prevention, screening, and management. • Develop, in close collaboration with identified stakeholders in the selected countries and with guidance from the TAG, <u>national</u> strategic plans for Cervical Cancer Prevention and Control that are integrated effectively into existing national health plans and programmes. • Present draft national programmes for discussion to broad local audiences and, once consensus is achieved, work with national stakeholders to present the plan to the appropriate institutions for endorsement and support. • Develop an integrated Caribbean cervical cancer prevention and control strategy that delineates <u>sub-regional</u> mechanisms for sharing expertise, optimizing national resources, and benefiting from economies of scale. Examples may include shared diagnostic and clinical services, training programmes, communication tools, surveillance systems, operational research, or policy development. In conjunction with the TAG, seek endorsement and support for the strategy from appropriate bodies. • Prepare annual reports on implementation of the project 	
<p>SUPPLEMENTARY:</p> <p>If necessary, revise national cervical cancer prevention and control programmes taking into account new sub-regional initiatives.</p> <p>Perform other functions as may be assigned from time to time.</p>	

SECTION “D”	RELATIONSHIPS
<p>CORE:</p> <p>Director CAREC – overall supervision Epidemiologist (NCD, Injury & Substance Abuse) – Direct report, technical support, and supervision PAHO’s Regional Project on Cervical Cancer – guidance CAREC’s “Strengthening of Medical Laboratory Services in the Caribbean” project on issues pertaining to laboratory quality assurance Other CAREC divisions and projects including the Laboratory Division, SPSTI, Epidemiology Division, and the Drug Abuse Epidemiology and Surveillance System Project; Ministries responsible for health and gender affairs in the Caribbean Office of Caribbean Programme Coordination (PAHO/WHO): Advisor, Chronic Diseases and Health Promotion and the Media/Communications Advisor Staff in other Caribbean PAHO/WHO field offices Caribbean NCD Task Force and the Technical Advisory Group on NCD Surveillance</p>	

SECTION “E”	CORE COMPETENCIES
<p>KNOWLEDGE:</p> <p>Sound knowledge of public health issues and trends, epidemiological theory, and principles and practices of organized cervical cancer prevention and control programmes. Knowledge of scientific, policy and sociologic issues in cervical cancer prevention and control. Sound knowledge of management principles and practices.</p>	
<p>SKILLS & ABILITIES:</p> <p>Excellent project management skills (planning, organizing, budgeting, evaluating, etc). Excellent interpersonal, oral and written communications and negotiation skills. Excellent analytical and systems-thinking skills. Skilled in establishing databases and in using statistical and other relevant computer software. Proven organizational skills and demonstrated ability to take initiative. Proven ability to develop strategic plans. Able to recognize the larger organizational context in project decision-making. Able to exercise good judgement and to anticipate consequences. Able to adapt and adjust to a changing technical, financial and organizational environment. Able to translate decisions into appropriate action.</p>	
<p>VALUES & ATTITUDES:</p> <p>Promotes the image of CAREC/PAHO Exercises tact, diplomacy and discretion and maintains respect, calm and composure in difficult situations Maintains high standards of quality and integrity Maintains focus on stakeholders and customers Maintains a proactive role as an agent of change and creativity Pays careful attention to detail Pride in work and a quest for quality and excellence Innovative, flexible and results-oriented Observes ethical and professional conduct Maintains confidentiality</p>	
<p>OTHER COMPETENCIES:</p> <p>Familiarity with the operations of international agencies. Ability to read and write Spanish and / or French.</p>	

SECTION "F"	QUALIFICATIONS
MINIMUM COMBINATION OF ACADEMIC LEARNING & EXPERIENCE:	Master's Degree in Public Health with concentration in epidemiology and grounding in health education. Three years experience in designing, implementing, and managing large-scale public health prevention programmes. Experience in developing and working with population-based databases.
EQUIVALENT COMBINATION OF EXPERIENCE & TRAINING:	Master's degree in a relevant discipline and at least 5 years experience in the health sector in designing and implementing large-scale, coordinated screening programmes. Training and at least 2 years experience in project management.
ADDITIONAL LEARNING:	Training in nursing or medicine with at least one year's experience in clinical practice would be an asset.

SECTION "G"	MAXIMUM POINTS (= 100)
KNOWLEDGE25..... OTHER COMPETENCIES5..... ADD. LEARNING.....5.....	SKILLS & ABILITIES30..... MIN. QUAL./EXPERIENCE }15..... EQUIV. QUAL/EXP. } VALUES & ATTITUDES20.....

SECTION "H"	AUTHORISATION
APPROVED:	
DATE:	