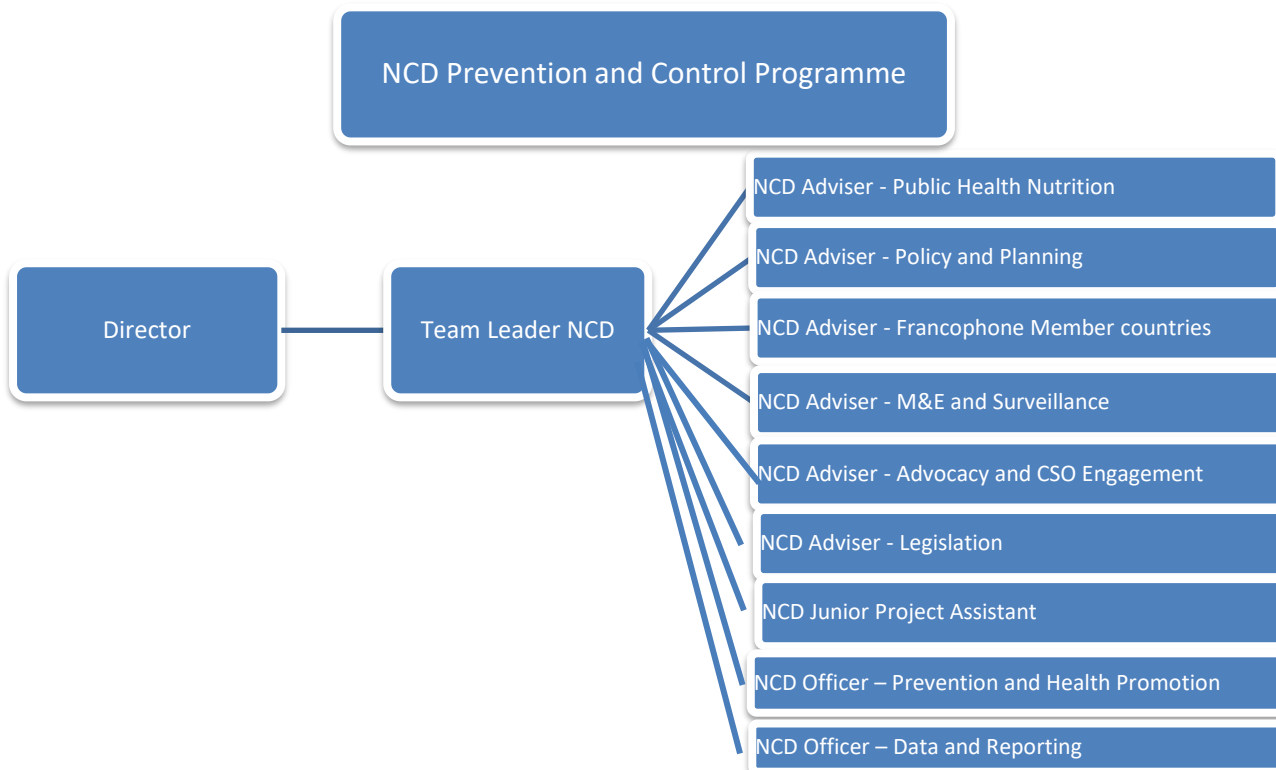# JOB DESCRIPTION

Job Title:	**Non-Communicable Disease Officer – Data and Reporting**
Division/Programme and Section/Project (if any):	Public Health Division (PHD), Non-Communicable Diseases (NCD) Prevention and Control Programme
Location:	Suva Regional Office
Reporting to:	Team Leader – NCD Prevention and Control Programme
Number of Direct Reports:	Nil
Purpose of Role:	Develop and manage NCD database and general data visualisation; support countries developing NCD data collection tool and analysing data; compile NCD data and general reports; and build countries' capacity to strengthen NCD data collection, analysis and reporting.
Date:	May 2024

Organisational Context and Organisation Chart

The Public Health Division (PHD) employs around 40 staff based in Noumea and Suva. It supports members in developing healthier Pacific Island people and communities. The primary focus of the division is to provide scientific and technical assistance and to support the implementation of plans and programmes in member countries and territories. The primary goal for all PHD activities is to promote population health and well-being, prevent diseases, restore and/or maintain health and reduce inequalities in health. PHD is primarily concerned with improving and protecting public (population) health, rather than individual treatment services.

The PHD is comprised of five programmes: 1) Surveillance, Preparedness and Response Programme (SPRP); 2) Non-Communicable Diseases Prevention and Control Programme (NCDP); 3) Clinical Services Programme (CSP); Laboratory Services Programme (LSP); and Health System Services Programme (HSSP). The Non-Communicable Diseases Officer – Prevention and Health Promotion position is located within the NCD Prevention and Control Programme and will be based in the PHD office in Suva.

NCD Prevention and Control Programme

Director — Team Leader NCD

- NCD Adviser - Public Health Nutrition
- NCD Adviser - Policy and Planning
- NCD Adviser - Francophone Member countries
- NCD Adviser - M&E and Surveillance
- NCD Adviser - Advocacy and CSO Engagement
- NCD Adviser - Legislation
- NCD Junior Project Assistant
- NCD Officer – Prevention and Health Promotion
- NCD Officer – Data and Reporting

Key Result Areas (KRAs):

The position encompasses the following major functions or Key Result Areas (KRAs):

1. Lead in developing and managing NCD related database and generate data visualisation. (20%)
2. Support country in developing NCD data collection tool, analysing data and generating up-to-date evidence-based information. (20%)
3. Compile NCD data and information, and generate reports needed for SPC's NCD Program and PICTs' monitoring and reporting requirements. (20%)
4. Facilitate building countries' capacity to strengthen NCD data collection, analysis and reporting. (20%)
5. Contribute as an active member of the NCD team for programme planning, information sharing, reporting and publications. (20%)

The performance requirements of the Key Result Areas are broadly described below.

Jobholder is accountable for	*Jobholder is successful when*
1. Lead in developing and managing NCD related database and generate data visualisation. (20%)	
• Lead in developing and managing NCD related database with a particular focus on NCD risk factors, complications, NCD policies, planning and implementation progress status. • Develop ideas and work closely with the NCD Advisers in PHD to generate data visualization on regional NCD data.	• NCD databases are developed and are accurate and up to date for planning and decision making. • NCD regional data are interactive, high quality, simple and user friendly.
2. Support country in developing NCD data collection tool, analysing data and generating up-to-date evidence-based information. (20%)	
• Support PICTs in developing data collection tools and methods to collect high quality national NCD data. • Support PICTs in collecting, analysing and generating up to date NCD data and information	• Data collection tools and methods are in place and PICTs satisfied with the quality of their tools. • Databases and visualisations produced for PICTs are simple, accurate and user friendly.

in collaboration with in-country stakeholders and partners.	

3. Compile NCD data and information, and generate reports needed for SPC's NCD Program and PICTs' monitoring and reporting requirements. (20%)	
• In collaboration with stakeholders and partners, compile and analyse NCD related data and information required for reporting. • Generate visual data needed for monitoring and reporting requirements. • Disseminate evidence-based data and good practices information at the regional and national level.	• Monitoring and reporting data are readily available through dashboards & visualizations and are up to date and accurate. • Progress reports needed for SPC's NCD program and PICTs are enhanced with auto-generated visualizations. • Users are satisfied with the quality of information generated and the visualizations/dashboards.

4. Facilitate in building countries' capacity to strengthen NCD data collection, analysis and reporting. (20%)	
• Facilitate training, mentoring and professional support to PICTs to strengthen NCD data collection, analysis and reporting. • Liaise with relevant agencies to identify professional development opportunities for PICTs.	• NCD database development training and professional development programs are delivered, and PICTs improved capacity in data management.

5. Contribute as an active member of the NCD team for programme planning, information sharing and publications. (20%)	
• Contribute to annual work plan development and budgeting and monitor to meet work plan target indicators. • Contribute to updating NCD data in websites, sharing information, networking and publications. • Assist NCD Team Leader and NCD Advisers as required.	• Work plans and budget on database development and management are timely produced, monitored, and evaluated. • Disseminated data information in relevant platforms in a timely manner. • Active member of NCD program team.

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Coordinating data collection with PICTs and partners especially in their busy schedule and assist them in a timely manner.
- Managing large volumes of data from multiple data sources.
- Ensuring data collected is cleaned and continually entered into the database within the required timelines.
- Meeting deadlines for data needed for internal/external reporting.
- Establishing and maintaining good working relationships internally within SPC and with PICTs, stakeholders, development agencies.
- Being responsive to provide adequate assistance to countries in emergency situations despite many competing routine work priorities.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical

External	
• WHO, PIHOA, FNU and other development partners. • PICT counterparts, government ministries, statistic departments etc.	• Providing guidance on access to, and navigation of, PHD's online databases and visual portals • Providing guidance on data collection tools and databases • Coordination.
Internal	
• NCD prevention and control team and other colleagues under PHD programs. • Colleagues and Teams across SPC technical divisions. • SPC staff especially in MEL, Statistics, ICT, and publication services.	• Facilitating, giving and receiving information, resolving minor conflicts, advising, explaining, gaining cooperation and cooperating. • Coordination.

Level of Delegation:

Routine Expenditure Budget: *Nil*

Budget Sign off Authority without requiring approval from direct supervisor: *Nil*

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
• A university degree (bachelor's) in a relevant field such as information management, statistics, public health, data analyst etc.	• Post graduate qualification in a relevant field with database certification.

Knowledge/Experience

Essential:	Desirable:
• At least 5 years of relevant work experience in developing databases and information. • Demonstrated work experience in the area of data management and reporting on NCD and related issues. • Solid PC-based computer skills including ability to use MS Excel to advanced level, MS Access and Power BI. • Experience in managing databases for the entering, processing, cleaning, extraction of data and data analysis. • Experience in building capacity for data processing and management. • Excellent English communication skills (oral and written). • Interpersonal communication skills.	• Experience with online data collection tools/software. • Strong analytical and data visualization skills with the capacity to communicate to a range of audiences. • Good publication track record. • Solid knowledge and experience of the Pacific. • Cross-cultural skills and ability to work with colleagues from different cultural backgrounds. • Written and oral in French.

• Willingness to travel frequently (up to 30% of the time) in the Pacific region and international.	

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Expert level (i.e., the person needs to be an expert in these skills/attributes/competencies)
Advanced level	• Advanced level (i.e., the person needs to have an advanced level with these skills/attributes/ competencies)
Working knowledge	• Working Knowledge (i.e., the person needs to have a working knowledge with these skills/attributes/ competencies)
Awareness	• Awareness (i.e., the person needs to be aware in relation to these skills/attributes/ competencies)

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- Ability to engage and motivate people
- Clear and effective communicator
- Ability to think creatively and solve problems.
- Ability to sum up the situation and make decisions quickly if required
- Able to handle high pressure, high workload environments

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.