



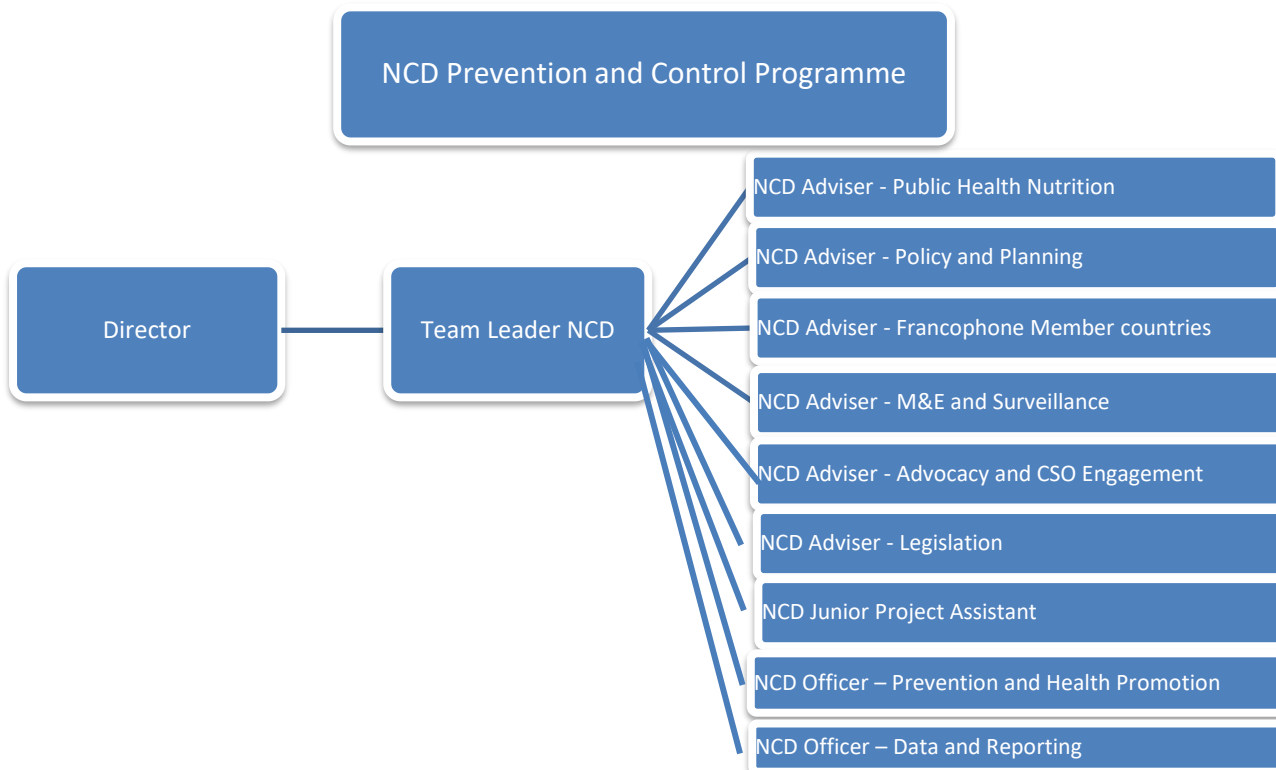
JOB DESCRIPTION

Job Title:	Non-Communicable Disease Officer – Prevention and Health Promotion
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:	Provide technical support in developing and implementing NCD prevention and health promotion strategies; lead in producing innovative health promotion resources; support communication and dissemination of NCD information and good practices; and build capacity to strengthen health promotion interventions.
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.



Key Result Areas (KRAs):

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

1. Provide technical support in developing and implementing NCD prevention and health promotion strategies. (20%)
2. Lead in developing and implementing innovative health promotion resources and digital materials for behaviour change interventions. (20%)
3. Support to improve communication on national and regional NCD initiatives and dissemination of evidence-based information in collaboration with key stakeholders. (20%)
4. Contribute to build countries’ capacity to strengthen the implementation of health promotion interventions. (20%)
5. Contribute as an active member of the NCD team for programme planning, reporting, information sharing and publications. (20%)

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

Jobholder is accountable for	Jobholder is successful when
1. Provide technical support in developing and implementing NCD prevention and health promotion strategies. (20%)	
<ul style="list-style-type: none"> • Provide technical support in developing NCD prevention and health promotion strategies that address the social determinants of health. • Develop ideas and work closely with relevant government ministries for the implementation of health promotion strategies at different settings including schools, government departments and communities. 	<ul style="list-style-type: none"> • Regional and national strategies that strengthen health promotion and NCD prevention are in place. • Request from PICTs for assistance in implementation of health promotion and NCD prevention strategies are met in a timely manner.
2. Lead in developing and implementing innovative health promotion materials and digital resources for behaviour change interventions. (20%)	

<ul style="list-style-type: none"> Develop innovative health promotion materials and digital resources for different target population groups. Lead in supporting countries in implementing innovative health promoting and digital resources that promote behaviour change for healthy living. 	<ul style="list-style-type: none"> Innovative behaviour change health promotion resources and digital materials are developed and implemented in countries.
3. Support to improve communication on national and regional NCD initiatives and dissemination of evidence-based information and good practices in collaboration with key stakeholders. (20%)	
<ul style="list-style-type: none"> Collaborate with relevant stakeholders to improve communication and sharing information on national and regional NCD initiatives and good practices. Disseminate evidence-based information and good practices on NCD prevention and control at the regional and national level. Contribute to updating NCD websites, sharing information, networking and publications. 	<ul style="list-style-type: none"> Communication on national and regional NCD initiatives are improved, NCD evidence-based information are updated, and good practices are disseminated in relevant platforms in a timely manner.
4. Contribute to build countries' capacity to strengthen the implementation of health promotion interventions. (20%)	
<ul style="list-style-type: none"> Facilitate training, mentoring and professional support to PICTs on health promotion initiatives. Liaise with relevant agencies to identify professional development opportunities for PICTs. 	<ul style="list-style-type: none"> NCD prevention and health promotion training and professional development programs are delivered.
5. Contribute as an active member of the NCD team for programme planning, reporting, information sharing and publication. (20%)	
<ul style="list-style-type: none"> Contribute to annual work plan development and budgeting and monitor to meet work plan target indicators. Assist NCD Team Leader and NCD Advisers as required. 	<ul style="list-style-type: none"> Work plans and budget on health promotion initiatives are timely produced, monitored, and evaluated, as an 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):

<ul style="list-style-type: none"> Remaining abreast of literature and knowledge on NCD. 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. Liaising with country NCD focal points in respective ministries in PICTs to assist them in a timely manner. Manage to meet demand and manage work that involves different NCD stakeholders.
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Functional Relationships & Relationship Skills:

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

<ul style="list-style-type: none"> • WHO, PIHOA, FNU and other development partners. • PICT counterparts, government ministries, medias etc. 	<ul style="list-style-type: none"> • Requesting and providing information, resolving conflicts, negotiating, explaining, gaining cooperation. • Coordination.
<p>Internal</p> <ul style="list-style-type: none"> • NCD prevention and control team and other colleagues under PHD programs. • Colleagues and Teams across SPC technical divisions. • SPC staff especially in ICT, social development, translation, interpretation and publication services. 	<ul style="list-style-type: none"> • 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

<p>Essential:</p> <ul style="list-style-type: none"> • A university degree (bachelor's) in a relevant field such as health, public health, social science, health promotion etc. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Post graduate qualification in a relevant field such as public health, health promotion etc.
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Knowledge/Experience

<p>Essential:</p> <ul style="list-style-type: none"> • At least 5 years of relevant work experience in health promotion and NCD prevention. • Demonstrated experience in producing high quality NCD related innovative health promotion and digital resources. • Demonstrated experience in developing and implementing health promotion interventions. • In-depth knowledge and understanding of health promotion concept and behaviour change modifications. • Cross-cultural skills and ability to work with colleagues from different cultural backgrounds. • Excellent English communication skills (oral and written). • Interpersonal communication skills. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge and understanding of principles, practices, and challenges on health promotion and NCD prevention. • Solid knowledge and experience of the Pacific. • Experience in the provision of capacity building or on the job training on health promotion. • Written and oral in French.
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<ul style="list-style-type: none"> Willingness to travel frequently (up to 30% of the time) in the Pacific region and international. 	
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Key Skills/Attributes/Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> Expert level (i.e., the person needs to be an expert in these skills/attributes/competencies)
Advanced level	<ul style="list-style-type: none"> Advanced level (i.e., the person needs to have an advanced level with these skills/attributes/competencies)
Working knowledge	<ul style="list-style-type: none"> Working Knowledge (i.e., the person needs to have a working knowledge with these skills/attributes/competencies)
Awareness	<ul style="list-style-type: none"> 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.