



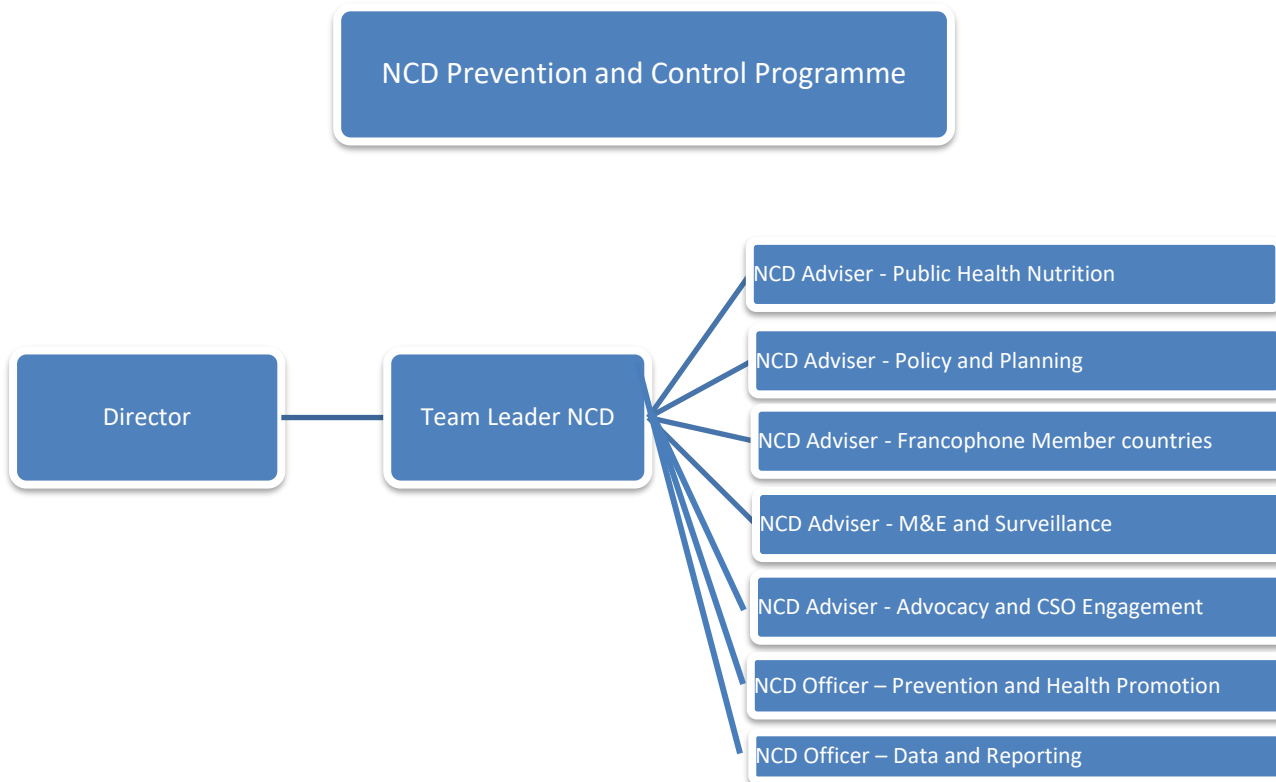
JOB DESCRIPTION

Job Title:	Team Leader - Non-Communicable Diseases (NCD) Programme
Division/Programme and Section/Project (if any):	Public Health Division (PHD), NCD Programme
Location:	Suva Regional Office
Reporting to:	Director – PHD
Number of Direct Reports:	7
Purpose of Role:	Provide leadership, management, and technical oversight for the NCD team and program activities. Lead efforts to strengthen national and regional partnerships for NCD initiatives, facilitate a multi-sectoral approach to NCD prevention and control, build capacity to improve NCD implementation at the national level, and expand and enhance the NCD team’s services at both regional and national levels.
Date:	October 2024

Organisational Context and Organisation Chart

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

The PHD is composed of five programs: 1) Surveillance, Preparedness, and Response Programme (SPRP); 2) Non-Communicable Diseases Prevention and Control Programme (NCDP); 3) Clinical Services Programme (CSP); 4) Laboratory Services Programme (LSP); and 5) Health System Services Programme (HSSP). The Team Leader for the NCD Programme 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. Leadership, management and technical oversight of the NCD team and programme activities (30%)
2. Lead efforts to strengthen national and regional partnerships for NCD initiatives (20%)
3. Facilitate a multi-sectoral approach to NCD prevention and control (20%)
4. Build capacity to improve NCD implementation at the national level (15%)
5. Expand and enhance the NCD team’s services at both regional and national levels (15%)

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

Jobholder is accountable for	Jobholder is successful when
1. Leadership, management and technical oversight of the NCD team and programme activities (30%)	
<ul style="list-style-type: none"> • Lead strategic planning to ensure that the work of the NCD team aligns with the needs of PICTs, PHD, and SPC. • In consultation with other PHD staff, lead the development of NCD work plans, budgets, and reports. • Manage the activities of the NCD team in accordance with annual work plans and within the available budget. • Contribute to divisional, program, and corporate publications/reports related to NCD. 	<ul style="list-style-type: none"> • NCD strategies that address the needs of PICTs, PHD, and SPC are developed. • Annual NCD work plans and reports for the team are produced in a timely manner and are of high quality. • NCD activities are carried out according to work plans and within the available budget. • Contributions to divisional, program, and corporate publications/reports related to NCD are provided and submitted on time.
2. Lead efforts to strengthen national and regional partnerships for NCD initiatives (20%)	
<ul style="list-style-type: none"> • Manage the team’s provision of technical assistance and NCD services to countries in alignment with the Pacific NCD Roadmap, Bridgetown Declarations on NCD, National NCD 	<ul style="list-style-type: none"> • The team’s provision of technical assistance and NCD services to countries, in line with the Pacific NCD Roadmap, the Bridgetown Declaration on NCD, and National NCD Plans, is effectively managed, and requests for technical

<p>Plans, the Healthy Island Vision and Blue Pacific 2050 vision.</p> <ul style="list-style-type: none"> • Lead the team’s contributions to regional initiatives related to NCD, as well as high-level regional meetings, including Pacific Heads of Health, the Pacific Health Ministers Meeting, the Forum Leaders Meeting, and others. • Contribute to the promotion and increased harmonization of NCD activities with other implementing agencies, especially WHO, FNU, PIHOA, and other UN agencies. • Maintain a high level of awareness of PICTs’ priority needs in NCD prevention and control. 	<p>assistance from PICTs are addressed in a timely manner.</p> <ul style="list-style-type: none"> • The NCD team’s contributions to the implementation of regional NCD initiatives are delivered on time. • A closer working relationship with partner agencies is fostered to improve the provision of technical assistance to PICTs. • Technical inputs for the development of national NCD strategies are provided in a timely manner.
<p>3. Facilitate a multi-sectoral approach to NCD prevention and control (20%)</p>	
<ul style="list-style-type: none"> • Liaise with partner agencies to implement multi-sectoral NCD strategies. • Collaborate with the PHD programme teams and SPC divisions to contribute to the development of SPC’s strategic documents (e.g., SPC Business Plan). • Work with other sectors and divisions to contribute to the development and implementation of SPC strategies and flagship program e.g., food system. 	<ul style="list-style-type: none"> • A closer working relationship with partner agencies to address a multi-sectoral approach to NCD and jointly implement activities. • Technical inputs related to NCD strategies are provided to SPC’s strategic documents and improve working relationship with other sectors and SPC divisions.
<p>4. Build capacity to improve NCD implementation at the national level (15%)</p>	
<ul style="list-style-type: none"> • Supervise the NCD team to plan, facilitate, and scale up NCD-related training, as well as support South-South collaborations. • Oversee the NCD team in fostering and developing strong partnerships with appropriate institutions for the development and delivery of NCD training and placements. 	<ul style="list-style-type: none"> • Successful NCD training is conducted and the capacity of PICTs to address specific areas of NCD is strengthened. • Opportunities are created for utilizing experts from PICTs to support other PICTs through South-South collaborations.
<p>5. Expand and enhance the NCD team’s services at both regional and national levels (15%)</p>	
<ul style="list-style-type: none"> • Supervise the team in maintaining and strengthening regional communication on NCDs. • Lead resource mobilization efforts to enhance NCD services in PICTs. • Build new partnerships to expand NCD services at the national and regional levels as needed. 	<ul style="list-style-type: none"> • Regional NCD communications are strengthened, with the team providing timely inputs to regional NCD technical advisory groups. • Funding for NCD services is secured to support their expansion. • New partners, programs, and projects are identified to expand NCD services in the Pacific.

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):

- Facilitating an integrated, programmatic approach to NCDs within SPC and at the regional level.
- Strengthening collaborations with development partners and other implementing agencies.
- Ensuring timely and effective delivery of NCD programs in PICTs, particularly where absorptive capacity is less than optimal.
- Managing competing demands and team workloads against timelines, even when they may conflict with one another.
- Navigating the political, social, and cultural sensitivities of various stakeholder groups while providing services to member countries from a regional perspective.
- Responding promptly to provide adequate assistance to countries in emergency situations, despite competing routine work priorities.

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, other development partners, UN agencies, and CROP agencies. • PICT counterparts, government ministries, and CSOs/NGOs. • Development partners and academic institutions. 	<ul style="list-style-type: none"> • Professional tasks include advising, liaising, facilitating, negotiating, providing feedback, consulting, sharing information, and strengthening partnerships.
Internal <ul style="list-style-type: none"> • Divisional Director – PHD • PHD Programme Team Leaders • Technical, Corporate colleagues within SPC 	<ul style="list-style-type: none"> • Discussion, feedback, listening, understanding, consulting, sharing information, liaising, advising, facilitating, and directing.

Level of Delegation:

The position holder:

- Routine Expenditure Budget: Not directly manage, but oversight of all PHD programmes and projects at approximately EUR 7.3m per annum.
- Budget Sign off Authority without requiring approval from direct supervisor: EUR 2,000

Personal Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A medical degree (MBBS/MD) and master of public health or related fields including health promotion or population health. 	<ul style="list-style-type: none"> • A PhD in Health-related field. • Health Management background.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years of demonstrated experience in NCD prevention and control, health promotion, and community health development. • Thorough knowledge and expertise in evidence-based public health approaches for the prevention and control of NCD. • In-depth knowledge of current health promotion concepts, principles, and practices, and their application to the management of major NCD risk factors. • Good understanding of health systems and practices in PICTs. • Demonstrated experience in health promotion or community development in the Pacific, including obesity prevention, promotion of physical activity and good nutrition, and the management of tobacco and alcohol control. • Proven experience in managing public health projects and programs at the regional, national government, country, and community levels. • Demonstrated experience in working with development partners and other international organizations on health-related issues. • Proven ability to work effectively with colleagues and stakeholders from diverse cultural backgrounds. • Excellent communication skills in English (both oral and written). • Strong interpersonal communication skills. • Willingness to travel frequently (up to 30% of the time) within the Pacific region and internationally. 	<ul style="list-style-type: none"> • Strong cross-cultural skills and the ability to work effectively with colleagues from diverse cultural backgrounds. • Extensive knowledge and understanding of technical and development partners operating in the Pacific health sector. • Proficiency in written and spoken French.

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"> • Technical knowledge of NCD. • Leadership and management skills – Provides vision and inspiration to foster high levels of commitment toward achieving the section's goals and objectives. Leads by example. • Effective oral and written communication skills, including report-writing and the capacity to represent PHD and SPC at external meetings and conferences.
Advanced level	<ul style="list-style-type: none"> • Advocacy skills – Strong ability to advocate for healthy lifestyles and NCD prevention. • Interpersonal skills – Ability to work collaboratively with others, including sharing, communicating, listening, and respecting differing opinions. • Clear communication – Provides constructive feedback, encourages ownership, and challenges staff effectively.

Working knowledge	<ul style="list-style-type: none"> • Project management – Outstanding skills in program and project management, including managing people and finances. • Familiarity with donors' reporting requirements. • Knowledge of the goals and mandates of partner agencies and organizations. • Experience in public health program monitoring and evaluation. • Interviewing skills.
Awareness	<ul style="list-style-type: none"> • Understanding of the social, cultural, economic, and wider determinants of health, as well as SPC policies and procedures. • Stakeholder awareness. • Confidentiality of information.

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
- Providing Leadership
- Coaching for performance

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
- Demonstrating Personal Accountability

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.