



JOB DESCRIPTION

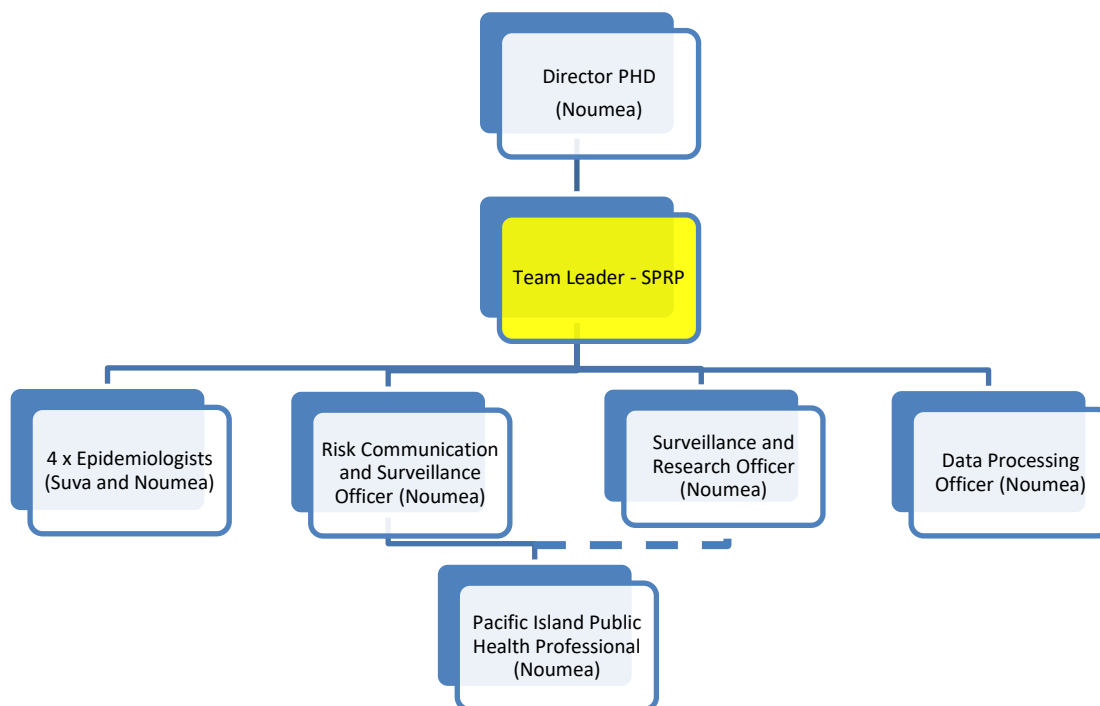
Job Title:	Team Leader - Surveillance, Preparedness and Response Programme (SPRP)
Division/Programme and Section/Project (if any):	Public Health Division (PHD), Surveillance, Preparedness and Response Programme
Location:	Noumea HQ / Suva Regional Office
Reporting to:	Director – PHD
Number of Direct Reports:	7 – 8 staff
Purpose of Role:	Strengthen and contribute to public health surveillance, research and response in the Pacific Island Countries and Territories (PICTs) and the Pacific region through: (1) providing leadership, management, and technical oversight for the SPRP team and program activities; (2) enhancing multi-sectoral capacity for coordinated regional surveillance, preparedness and response; (3) building capacity for public health surveillance and field epidemiology nationally and regionally; (4) strengthening preparedness and response to public health threats or events; (5) enhancing evidence-based service delivery through research.
Date:	November 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 SPRP can be based in the PHD office in Suva or Noumea.

The structure of the Surveillance, Preparedness and Response Programme (SPRP) is as follows:



Key Result Areas (KRAs):

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

1. Leadership, management and technical oversight of the SPRP team and programme activities
2. Enhance multi-sectoral capacity for coordinated regional surveillance, preparedness and response
3. Build capacity for public health surveillance and field epidemiology nationally and regionally
4. Strengthen preparedness and response to public health threats or events
5. Enhance evidence-based service delivery through research

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

Jobholder is accountable for	Jobholder is successful when
KRA 1. Leadership, management and technical oversight of the SPRP team and programme activities (25%)	
<ul style="list-style-type: none"> • Leading strategic planning to ensure that the SPRP’s work aligns with the needs of PICTs, PHD and SPC. • In consultation with and in collaboration with other PHD staff, leading the SPRP in developing the annual work plans, budgets and reports. • Leading and guiding the SPRP team in the completion of planned activities according to workplans and budgets. • Contributing to project, divisional, program and corporate publications/reports related to SPRP activities. • Leading resource mobilisation efforts to support and expand SPPR services in PICTs, through the development of concept papers and proposals. • Ensuring timely participation of the SPRP in the SPC Performance Development System (PDS). 	<ul style="list-style-type: none"> • SPRP strategies that address the needs of PICTs, PHD and SPC are developed. • Advocate on behalf of the team and keep the team informed of relevant key discussions and decisions. • Annual SPRP work plans and reports are produced, reviewed and updated on regular basis. • Planned activities are completed and key indicators are met according to annual work plans, and within budget. • Funding is secured to support and expand SPRP services in the region. • Timely PDS completion, review and feedback undertaken by all SPRP staff.

<p>KRA 2. Enhance multi-sectoral capacity for coordinated regional surveillance, preparedness and response (25%)</p>	
<ul style="list-style-type: none"> • Maintaining a high level of awareness of PICTs' priority needs for surveillance, preparedness and response for communicable diseases and other public health emergencies. • Leading and advocating to strengthen national and regional public health surveillance, preparedness and response mechanisms through the dissemination of information and the exchange of competencies, materials and experience via PPHSN functions and service networks. • Establishing and maintaining partnerships and communication channels with PICTs, key health and development partners, stakeholders, institutions and scientific community. • Contributing to the promotion and increased harmonisation of surveillance and response initiatives within PHD and SPC, and with other implementing agencies especially PPHSN allied partners, including WHO, FNU, PIHOA and CDC. • Liaising with other sectors and divisions to adopt a One Health and multi-sectoral approach for SPRP activities and PPHSN functions. • Representing SPRP/ PPHSN in key meetings, discussions and decisions related to regional initiatives for surveillance, preparedness and response. 	<ul style="list-style-type: none"> • High awareness and ongoing support for PPHSN to ensure public health surveillance at national and regional levels. • PPHSN continues to function, including: <ul style="list-style-type: none"> ○ Convening of PPHSN Coordinating-Body, regional and technical meetings. ○ Supporting continuous communication by PICTs on PacNet and PPHSN website, as well as directly contributing to PacNet technically informed discussions and to the updating of the PPHSN websites. ○ Strengthening, supporting and maintaining close contacts with EpiNet national teams in country and through distance support. ○ Supporting the Pacific Vector Network initiative under PPHSN. • Close partnerships are developed and maintained through a functional network, meetings, joint activities, to improve harmonised service provision to PICTs, inclusive of a One Health approach. • SPRP and PPHSN are represented in regional initiatives related to surveillance, preparedness and response (e.g. JIMT), and high-level meetings such as Pacific Heads of Health, the Pacific Health Ministers Meeting and others.
<p>KRA 3. Build capacity for public health surveillance and field epidemiology nationally and regionally (20%).</p>	
<ul style="list-style-type: none"> • Liaising with partners to ensure harmonisation and coordination for accreditation and oversight of SHIP-DDM epidemiology capacity building program. • Supervising the delivery of training in field epidemiology nationally and in the region, in collaboration with regional partners (FNU, PIHOA and others). • Strengthening surveillance and response capacity at regional and national levels through system improvements. • Leading in promotion of SHIP-DDM programme and support communities of practice for PICT health professionals working in surveillance, preparedness and response. 	<ul style="list-style-type: none"> • SPRP team has quality input into planning, accreditation, delivery and records of SHIP-DDM epidemiology capacity building courses in PICTs. • Ensure adequate funding stream and HR support for delivery of SHIP-DDM epidemiology capacity building courses. • SHIP-DDM participants are being adequately mentored to complete the programme and system improvement projects / operational research projects. • SHIP-DDM programme is positively received and promoted by PICTs, regional and development partners.
<p>KRA 4. Strengthen preparedness and response to public health threats or events (20%).</p>	
<ul style="list-style-type: none"> • Maintaining the SPC Epidemic Intelligence System (EIS) and publications of alerts to strengthening preparedness for health threats in the region. • Contributing to development of surveillance systems and activities that support timely 	<ul style="list-style-type: none"> • EIS Data registry developed, maintained, updated and used in conjunction with data from existing health information systems. • Weekly reports from SPC's EIS are published and disseminated to the region.

<p>reporting of PPHSN target diseases, syndromes, and public health events.</p> <ul style="list-style-type: none"> • Leading to enhance surveillance activities during mass gatherings in the Pacific. • Leading and managing the team’s provision of technical assistance for preparedness and response services to PICTs and partners, inclusive of enhanced surveillance, outbreak response, RCCE and vector control. • Providing technical guidance in developing or updating surveillance and outbreak response plans of PICTs. • Collaborating with partners to build capacity for vector control in the region. 	<ul style="list-style-type: none"> • Mass gathering activities such as planning, preparation, and operational activities for enhanced surveillance undertaken. • Standard surveillance and outbreak response guidelines and protocols written, updated or adapted from existing and relevant templates for use in PICTs. • PICTs have enhanced capacity for vector control and RCCE. • Participating in or leading EpiNet Regional Teams as required.
<p>KRA 5. Enhance evidence-based service delivery through research (10%).</p>	
<ul style="list-style-type: none"> • Participating with crosscutting technical bodies within and outside SPC to identify public health research agenda. • Developing and updating the SPRP operational research plan based on the defined research agenda. • Providing mentoring and supervision in the analysis and interpretation of study results and manuscript writing. • Leading the capacity strengthening activities on operational research among PICT health professionals (i.e., Pacific OR course, attachment program, etc.). 	<ul style="list-style-type: none"> • Public health research agenda identified and agreed upon by PPHSN members and partners. • SPRP team research plan and protocols are developed and up-to-date. • Data analysed, interpreted and translated into a manuscript and publication to influence policy change. • Actively participating in the implementation and development of OR components (drafting research protocols, implementing studies, collecting and analysing data, and writing manuscript) in country or through remote supervision.

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 scientific knowledge in broad content area covering multiple diseases and health topics. • Coordinating surveillance, preparedness and response activities with external partners in a changing environment. • Establishing and maintaining good and functional working relationships with PICTs, WHO and other partners, including research institutions. • Ensuring continuity of corporate knowledge and skill when staff are on short-term, project-based contracts. • Improving data quality at national level and obtaining timely and quality surveillance data despite the region being geographically spread out. • Sustaining capacity to respond and mobilize the team to address emergency situations and provide appropriate and timely advice and technical assistance to PICTs and partners while also maintaining team unity and cohesiveness. • Leading a team in a decentralized environment. • Ability to prioritize between competing priorities and with changing and limited resources.
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • WHO, US CDC, PIHOA, FNU, UN and CROP agencies and key implementing partners. • PICT counterparts and Government Ministries. • PPHSN Core and Allied members, Coordinating Body, technical working groups and National and Regional EpiNet Teams. • Development partners and academic institutions. 	<ul style="list-style-type: none"> • Professional tasks include advising, liaising, facilitating, negotiating, providing expert opinion and feedback, consulting, sharing data and information, and strengthening partnerships.
<p>Internal</p> <ul style="list-style-type: none"> • PHD Director, PHD Deputy Director, • PHD Programme Team Leaders and other PHD colleagues • Colleagues and teams across SPC technical divisions, including Land Resource Division and Climate Change and Environmental Sustainability Programme. • Technical, Corporate colleagues within SPC 	<ul style="list-style-type: none"> • Discussion, feedback, listening, understanding, consulting, sharing data and information, liaising, advising, facilitating, negotiating and directing.

Level of Delegation:

The position holder:

Routine Expenditure Budget: Not directly manage, but oversight of all PHD programmes and SPRP 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"> • MBBS, Advanced (at least Masters-level qualification) degree in public health, epidemiology, or related discipline or equivalent body of knowledge and experience. 	<ul style="list-style-type: none"> • Health degree (MD, MBBS, Allied health, Nursing, etc.) • A PhD in Health-related field.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least ten (10) years of substantial professional experience in positions of progressive responsibility including positions at international or national level. 	<ul style="list-style-type: none"> • Experience in the provision of capacity building or on-the job training in field epidemiology • Experience in developing, maintaining and evaluating surveillance systems • Experience in responding to outbreaks and public health emergencies

<ul style="list-style-type: none"> • Knowledge of international public health and disease surveillance, with strong knowledge in applied epidemiology, including communicable and noncommunicable diseases. • Proven record in developing and delivering training courses in public health surveillance and applied epidemiology. • Good understanding of health systems and practices in PICTs. • Experience in leadership and in team and program management. • Excellent communication skills in English (both oral and written). • Proven ability to work effectively with colleagues and stakeholders from diverse cultural backgrounds. • Highly developed interpersonal communication skills. • Willingness to travel frequently (up to 30% of the time) in the Pacific region and internationally. 	<ul style="list-style-type: none"> • Sound knowledge and understanding of principles of development effectiveness, and human development and international health concepts, principles, practices, and challenges • Knowledge and understanding of bilateral and multilateral policies and mechanisms of donor and other health agencies • Experience in development of funding applications and research protocols • Demonstrated work experience in the Pacific region or in other developing countries • Experience in operational research and writing scientific reports and papers.
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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"> • Sound knowledge of public health surveillance and response, epidemiology and other related fields. • Implementation of research studies, including protocol development, data management and analysis, and writing a scientific paper. • Effective oral and written communication skills, including the capacity to represent PHD, SPC and PPHSN at external meetings and conferences. • Evidence of strategic thinking and proven ability to organize, plan and prioritize work. • Forward looking, effective and efficient leadership and management.
Advanced level	<ul style="list-style-type: none"> • Leadership and management skills. • Oral and interpersonal communication skills. • Operational research and writing scientific reports and papers. • Capacity building or on the job training in public health surveillance and field epidemiology. • Developing, maintaining and evaluating surveillance systems. • Responding to outbreaks and public health emergencies. • Cross-cultural skills and ability to work with colleagues from different cultural backgrounds. • Management including people and finance.
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 responsibility and 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.