



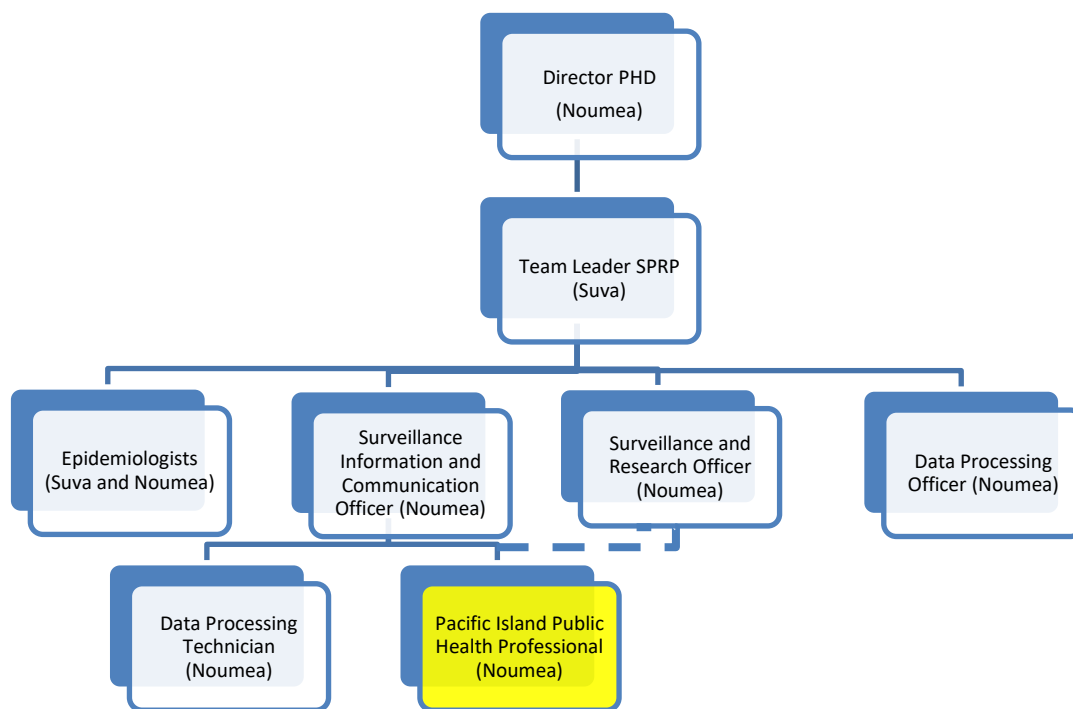
Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Pacific Island Public Health Professional - SPRP
Division/Programme and Section/Project (if any):	Public Health Division - Surveillance, Preparedness and Response (SPR) Programme
Location:	Noumea, New Caledonia
Reporting to:	Surveillance Information and Communication Officer
Number of Direct Reports:	No Direct reports
Purpose of Role:	This position will specifically strengthen the SPR programme regional epidemic intelligence (EI) system that encompasses the collection, triage, verification and timely dissemination of information on epidemic and emerging disease in the Pacific. Maintain and further develop the epidemic intelligence databases with routine indicator-based and event-based surveillance data and information. Analyse data and produce reports. Contribute to SPR programme capacity development on field epidemiology, operational research and information and communication activities.
Date:	October 2022

Organizational Context and Organization Chart

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. Strengthen the Epidemic Intelligence System, including maintaining and developing the Epidemic Intelligence databases
2. Analyse data and produce reports or publications
3. Contribute to capacity development on field epidemiology and operational research
4. Provide support to information and communication

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

Jobholder is accountable for	Jobholder is successful when
KRA 1. Strengthen the Epidemic Intelligence System, and maintain the Epidemic Intelligence databases (50%)	
<ul style="list-style-type: none"> • Assist with the SPR Programme regional epidemic intelligence system that support timely reporting of epidemic and emerging disease alerts in the Pacific • Assist with screening and filtering selected media and other event-based surveillance information sources every day to collect raw data/information on signals (i.e. potential health events such as epidemics) and circulate relevant signals to the team • Assist with collecting data/information on signals/potential health events from routine indicator-based surveillance reports and circulate relevant signals to the team • Participate in weekly meeting of the SPRP team to discuss new signals and ongoing public health events and alerts • Assist with coordinating the verification process of the signals at the weekly meeting • Assist with updating the web-based interactive map and the static map on epidemic and emerging disease alerts in the Pacific based on the outcomes of the weekly meeting • Assist with drafting messages in English each week to disseminate the updated map to members of the Pacific Public Health Surveillance Network and be translated into French. • Maintaining and updating the Epidemic Intelligence databases (the generic EI database and the interactive map database) throughout the epidemic intelligence process (from the collection to the dissemination of information), including data entry of historical data. • Ensuring proper data storage and backups • Assisting the team with database management during Mass Gatherings 	<ul style="list-style-type: none"> • Relevant data and information on epidemic and emerging diseases in the Pacific are collected from various sources, filtered and shared with the team on a timely manner • Signals on potential public health events, such as outbreaks, are verified promptly with additional information collected to facilitate the risk assessment process • Weekly meetings are held (on Tuesday) with decisions taken to update the regional epidemic alerts map • The interactive map is kept up to date • Messages including the updated map and epidemic highlights are sent on PacNet each week in English and French • Regional epidemic intelligence databases are maintained, improved and stored in a safe environment accessible to the whole team with regular backups • Inputs to database management during mass gatherings
KRA 2 Analyse data and produce reports or publications (10%)	
<ul style="list-style-type: none"> • Assist with providing accurate summaries and analyses of information on epidemics and circulation of communicable diseases in the region, when appropriate • Assisting with the writing of scientific papers, annual reports and publications 	<ul style="list-style-type: none"> • Summary reports of epidemics and circulation of communicable diseases are produced when the need arises • Literature reviews are compiled when the need arises • Regionally compiled data are published in peer reviewed scientific journals
KRA 3 Contribute to capacity development on field epidemiology and operational research (20%)	

<ul style="list-style-type: none"> • Providing assistance in the delivery of capacity development programme on field epidemiology and operational research • Contribute to operational research activities within SPR Programme, including undertaking literature reviews and drafting study protocols 	<ul style="list-style-type: none"> • Assistance provided during capacity development/training on field epidemiology and operational research organised by SPC and PPHSN partners
KRA 4 Provide support to information and communication (20%)	
<ul style="list-style-type: none"> • Assisting in producing data visualization products (e.g. charts and maps) for the programme publications/communications (e.g. reports, slides) • Assisting in drafting thematic messages, advisories and other communications for PacNet and internal SPC distribution • Assisting with presentations made at regional or international conferences and forums • Assisting risk communication activities for PICTs • Assisting with PPHSN website content updates and maintenance • Contributing to programme, divisional and corporate publications and reports 	<ul style="list-style-type: none"> • Inputs to programme publications/communications that are evidence-based, timely and easy to digest • Inputs to thematic messages, advisories and other communications when the need arises • Presentations of epidemic intelligence data and reports are made as necessary • Country needs for risk communication activities are met. • PPHSN website is kept up-to-date • Inputs to programme, divisional and corporate publications that are evidence based and timely

The above performance requirements are provided as a guide only. The precise performance measures for this job 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"> • Good understanding and basic knowledge of multiple health topics and issues and keeping abreast of emerging and evolving diseases • Learning and quickly mastering new information technologies as they develop • Ability to work and deliver under pressure and meet project deadlines • Ability to work with people from different ethnic, cultural and educational backgrounds • Establishing and maintaining good working relationships internally within SPC and with PICTs, WHO and other partners, including research institutions.
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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"> • PPHSN members and allied bodies, PPHSN Coordinating Body, EpiNet teams and PacNet subscribers • Surveillance focal points in PICTs • Research partners 	<ul style="list-style-type: none"> • Courtesy, providing and clarifying information and data, supporting, seeking contributions and gaining cooperation
Internal <ul style="list-style-type: none"> • Team leader, colleagues from the SPR programme 	

<ul style="list-style-type: none"> • PHD Director and all colleagues from PHD • SDD colleagues and other SPC Divisions as necessary • IT support services 	<ul style="list-style-type: none"> • Supporting, collaborating, providing information and data, assisting with data analysis, seeking advice, receiving technical input • Supporting, advising, cooperating, seeking advice and approval • Collaborating, sharing information and data • Collaborating, explaining issues, seeking and providing information and gaining cooperation • Collaborating, seeking and providing information and data
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Level of Delegation

Routine Expenditure Budget: EUR 0.

Budget Sign off Authority without requiring approval from direct supervisor: EUR 0.

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:
<ul style="list-style-type: none"> • University degree or equivalent in public health, epidemiology or other relevant scientific discipline 	<ul style="list-style-type: none"> • Qualification in database management • Postgraduate qualifications in public health, epidemiology or other relevant scientific discipline

Knowledge/Experience

Essential:	Desirable
<ul style="list-style-type: none"> • At least three years' direct relevant experience in Pacific Islands Health sector • Applied skills in public health surveillance • Knowledge and understanding of outbreak-prone diseases and ability to analyse trends • Experience in managing, updating and maintaining databases with large datasets • Experience in data analysis software • Experience in writing articles and reports • High workload management skills with the capacity to work and deliver under pressure. • Experience and skills in training delivery, preferably related to public health 	<ul style="list-style-type: none"> • Working knowledge of French • Experience in and knowledge of public health surveillance issues in the Pacific Island region • Experience in presenting data or reports during conferences and forums

<ul style="list-style-type: none"> • Good interpersonal and intercultural communication skills. • Fluency in English is required, with a working knowledge of French being an advantage • Good organization skills • Experience in producing information and data visualisation products 	
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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"> • Ability to screen and analyse information concerning public health surveillance • Ability to master several data analysis software
Advanced level	<ul style="list-style-type: none"> • Knowledge and understanding of public health and communicable disease surveillance • Ability to write reports, articles and presentations • Knowledge of different information sources, both formal and informal • Ability to use search engines to browse the internet for health information • Ability to set priorities with minimum supervision • Good judgement • Workload management • Collaboration, consultation and influencing skills • Cross-cultural skills and ability to work with team members from different cultural backgrounds • Team spirit
Working knowledge	<ul style="list-style-type: none"> • Database development • Training delivery • Problem solving
Awareness	<ul style="list-style-type: none"> • Political, environmental and social issues in the PICTs

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

- Effective communicator
- Creative
- Highly motivated with strong interest in the region
- Interest in innovative surveillance technologies and methodologies
- Able to handle high pressure and high workload environments

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.