USAID AND PAHO Supported Training Program in Tuberculosis

Terms of Reference 2012

Program Description

Purpose

The purpose of this training program is to strengthen human-resource capacity in the Region of the Americas for the delivery of technical assistance in tuberculosis to the Latin American countries. The training program is financed by the Office for Latin America and the Caribbean of the United States Agency for International Development (USAID). The Pan American Health Organization (PAHO) in Washington, DC, acts as responsible institution for the training program and supports and supervises the selected participant.

It is expected that at the end of the training period, the selected participant will have acquired and strengthened his/her knowledge and skills in key areas such as:

- TB epidemiology
- Planning, surveillance and evaluation of tuberculosis control programs
- Implementation of the Stop TB strategy in its different components
- Operational research on TB
- Situation analysis of the national TB programs
- Provision of related technical assistance and advise to countries and programs
- Analysis of the TB situation in urban centers and vulnerable populations

Furthermore, through contact with varied national tuberculosis programs in the Region, the participant will be able to synthesize and incorporate the learned lessons during his/her experience into various aspects of tuberculosis control in his/her country and for future consultancies.

PAHO will support and facilitate the development of the selected participant's technical expertise through a variety of activities both in the Regional Office and in the countries. These include but are not limited to:

- Participation in courses such as the International Training Course in Epidemiology and Tuberculosis Control and the Workshop on the Clinical-Programmatic Management of MDR-TB.
- Participation in monitoring and evaluation visits vis-à-vis the implementation of the Stop TB strategy in countries in the Region.
- Participation in technical assistance visits to countries in specific topics related to TB control.
- Operational research activities.

- TB surveillance and data analysis.
- Analysis of the TB Regional Strategy 2005-2015 and its respective Regional Plan.
- Analysis of the TB situation in urban centers and in vulnerable populations and special situations.
- Support in the coordination of meeting and conferences.
- Visits to other agencies involved in TB control.
- Other activities as necessary.

For the purposes of this training program it is expected that the participant will have the following competencies:

- *Knowledge of tuberculosis*: Knowledge of TB epidemiology, prevention and care
- *Operational and programmatic knowledge*: Knowledge and experience on planning, supervision and evaluation of a Public Health program with emphasis on TB and on the implementation of the Stop TB strategy at global, regional, national or local level.
- *Information management*: Experience in TB epidemiological surveillance and programmatic data collection; ability to design tools/materials for data collection; experience in the collection and, analysis of information; and statistical and epidemiological knowledge
- *Public Health surveillance and research*: Understanding for applying principles of epidemiologic surveillance and scientific research and techniques to conduct them.
- *Teamwork skills and s*kills in *network formation and development of partnerships*.
- *Personal leadership*.
- *Proficiency* in basic computer software: Word, Excel and Power Point.

Conditions of Participation

The Training Program in TB 2012 has 11 month duration and it is estimated to begin in March/April 2012.

The participant in the program will be considered a P-1 according to the Personnel Office of PAHO and will receive a corresponding monthly salary. He/she will be provided with a round-trip economy-class plane ticket from and to his/her country of residence and Washington, D.C., plus a lump sum to set up his/her household. He/she will be provided with basic health insurance. The Organization will help him or her to obtain an International Organization (G-4) visa from the United States Government.

At the end of the training period the participant will have to return to his/her home country. It is *not* a part of this program for the sponsoring agencies (USAID and PAHO) to guarantee the participant any possibilities of employment with these organizations.

Application and Selection Procedures

Eligibility Criteria

The *requirements* for candidates to the TB training program are:

- *Graduate Education:* Professional Degree in medicine, nursing, bacteriology, microbiology or related fields.
- *Post graduate Education:* Master's degree in Public Health, Epidemiology, Health Administration or Management or equivalent.
- *Experience:* Minimum of three (3) years experience at national or sub-national using the competencies described above in TB programs, projects, or activities in a developing country of the Americas.
- *Nationality:* The candidates should be citizens or permanent residents of one of the PAHO Member States.[1]
- *Language:* Spanish, English, Portuguese or French mother tongue with excellent knowledge and demonstrated ability to understand, read, write, and express him/herself in English and Spanish. Knowledge of Portuguese or French is an asset.
- *Health:* The candidates should be in a good state of health (she/he will have to pass a medical examination).

Application Procedures

The following documents are requested in order to apply:

- Completed application form.
- *Résumé / Curriculum vitae*
- Copy of the national identification document
- Copy of graduate university diploma.
- Copy of post-graduate diploma.
- Certificate of an English or Spanish course depending on the case and/or ability test in the use of the required languages
- A letter from the institution where the candidate is currently employed or will be employed that endorses the participation of the candidate in the program.
- At least 1 letter of recommendation each – professional and personal.

Please send only the copies of the aforementioned diplomas. Certificates of attendance in workshops, conferences, or short courses will not be considered in the selection process.

The above-mentioned documents should be sent directly to PAHO Headquarters:

Tuberculosis Training Program
Regional Tuberculosis Program
Communicable Diseases Project
Health Surveillance and Diseases Prevention and Control (HSD/CD)
Pan American Health Organization/ World Health Organization (PAHO/WHO)
525 23rd Street NW
Washington, D.C. 20037-2895, USA
Tel: (+202) 974-3848
*E-mail:*tb@paho.org

Please present the application form and all accompanying documents

[1] Applications from candidates from the USA or Canada will not be considered as meeting USAID criteria.

(The application can be downloaded from the PAHO Website at:
http://www.paho.org/cd/tb/applicationform

Application Deadline

The **deadline** for the receipt of applications is ***13 January 2012*.**

Selection Procedure

The participants will be selected by a selection committee made up of representatives of the PAHO Communicable Disease Project and the USAID Bureau for Latin America and the Caribbean .

Selection Announcement

The selected participant will be announced at the latest the 27th January 2012, as it is estimated that he/she reports to PAHO in Washington, D.C., in March/April 2012.