



Asian Disaster Preparedness Center

Finance, Administration and Human Resources
FormHR-003

POSITION DESCRIPTION

Update: December 2011

Position Title: Public Health Senior Project Manager	Grade / Level: C2
Department: Public Health in Emergencies	Program:
<p>Background</p> <p>ADPC has developed expertise in the management of public health emergencies in disasters through the implementation of projects, and developing and delivering training courses and workshops. The Public Health in Emergencies (PHE) Department has implemented projects and developed specific training activities to cover the whole spectrum of the potential hazards that can be anticipated in Asia and the Pacific: natural hazards, complex emergencies, terrorism or technological disasters. The PHE Department has begun to expand its activities outside Asia to now cover also Middle-East region. Risk management is the reference conceptual framework for developing projects of management of health in crisis situations.</p>	
<p>Supervisor(s): Director of ADPC</p>	
<p>Job Objective</p> <p>To lead the technical aspects of PHE activities and actively participate the development of the PHE Department into a well established and recognized resource for providing technical assistance and capacity building in the field of public health in emergencies.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Lead the management of technical issues of PHE work program/project portfolio. • Develop public health in emergencies project proposals to meet donor agencies' priorities in public health emergency management. • Design public health training curriculum, training module and materials. • Develop dynamic working relationships with donor, government and partner agencies, and NGOs agencies • Develop capacity building and training workshops and courses that address current needs in the field of public health in emergencies; and review, strengthen and refresh current curriculum • Keep up to date on developments within the field of public health in emergencies • Carry out ad hoc tasks assigned by the Supervisor 	
<p>Required Qualifications and Specification</p> <ul style="list-style-type: none"> • At least Masters level qualifications in a health discipline preferably Master in Public Health or a Medical Doctor. • A minimum of eight years experience in the field of public health and with at least three years in emergency health management, preferably in the Asia region. • Practical knowledge and experience in public health practices and health response in emergency. • Proven experience in identifying, developing and implementing projects and developing public health training curriculums and materials. • Experience and capacity to network, develop and establish effective relationships with donor, government and partner agencies, and NGOs • Proven ability to strategize, plan and organize work, monitor and evaluate activities • Ability to make public presentations in a teaching environment, and to facilitate courses and meetings • Strong communications skills, written and spoken, in the English language 	

