



# USAID AND PAHO Supported Training Program in Tuberculosis

## Terms of Reference 2015

---

### 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 funded 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
- Situation analysis, planning, surveillance and evaluation of national TB programs, including urban centers and vulnerable populations
- Implementation of the End TB strategy in its different components
- Provision of related technical assistance and advise to countries and programs
- MDR-TB
- TB/HIV collaborative activities and other comorbidities
- Operational research on TB

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 monitoring and evaluation missions regarding the implementation of the End TB strategy in countries in the Region.
- Participation in technical cooperation activities in specific topics related to TB control.

- Technical support in the review of tuberculosis technical documents and papers; conduct literature review and research; contribution to technical report writing activities.
- Participation in TB-related training courses.
- Support in the coordination of and participate in TB international meetings and conferences.
- Operational research activities.
- 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 skills 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 2015 has 10 month duration and it is estimated to begin in May 2015.

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:

- *University Education*: Professional Degree in medicine, nursing, bacteriology, microbiology or related health field. In addition, a Master's degree in Public Health, Epidemiology, Health Administration or Management or equivalent is desirable.

- *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.<sup>1</sup>
- *Language:* Very good knowledge of English or Spanish with working knowledge of the other language. Knowledge of French and/or Portuguese would be an asset.
- *Health:* The candidates should be in a good state of health.

### ***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  
 c/o Regional Tuberculosis Program  
 HIV, Hepatitis, Tuberculosis and Sexually Transmitted Infections Unit (HT)  
 Department of Communicable Diseases and Health Analysis (CHA)  
 Pan American Health Organization/ World Health Organization (PAHO/WHO)  
 525 23<sup>rd</sup> Street NW  
 Washington, D.C. 20037-2895, USA  
 Tel: (+202) 974-3795  
 Fax: (+202) 974-3632  
 E-mail: [tb@paho.org](mailto:tb@paho.org)

Please present the application form and all accompanying documents.

The application can be downloaded from the PAHO Website at:

[http://www.paho.org/hq/index.php?option=com\\_docman&task=doc\\_download&gid=29566&Itemid=270](http://www.paho.org/hq/index.php?option=com_docman&task=doc_download&gid=29566&Itemid=270)

---

<sup>1</sup> Applications from candidates from the USA, Canada, Argentina, Bolivia, Cuba, Ecuador, Nicaragua and Venezuela cannot be considered as meeting USAID criteria.

### ***Application Deadline***

The **deadline** for the receipt of applications is ***20 April 2015***.

### ***Selection Procedure***

The participants will be selected by a selection committee made up of representatives of the PAHO Communicable Diseases and Health Analysis Department (CHA) and the USAID Bureau for Latin America and the Caribbean (LAC).

### ***Selection Announcement***

The selected participant will be announced shortly after the application deadline, as it is estimated that he/she reports to PAHO in Washington, D.C., in May 2015.