USAID-PAHO Training Program in Tuberculosis:

Terms of Reference 2010

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 resident.

It is expected that at the end of the training period, the selected resident 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
- Operational research on TB
- Situation analysis of the national TB programs
- Provision of related technical assistance and advise to countries and programs

Furthermore, through contact with varied tuberculosis programs in the Region, the resident 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 resident'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.
- Support in the coordination of meeting and conferences.
- Visits to other agencies involved in TB.
- Other activities as necessary laboratory evaluation visits.

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
- *Research*: Understanding for applying principles of scientific research and techniques to conduct it.
- *Teamwork skills*.
- *Personal leadership*.
- Skills in *network formation and development of partnerships*.
- *Public health monitoring and research*.
- *Proficiency* in basic computer software: Word, Excel, Power Point.

Conditions of Participation

The Training Program in TB 2010 has 11 month duration and will begin in May 2010.

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 resident 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 or laboratory field.
- *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.
- *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.

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

- 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.
- 3 letters of recommendation – 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 Disease
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
Fax: (+202) 974-3331 or 974-3656
*E-mail:*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/spanish/ad/dpc/cd/tb-form-request-2008.doc

Application Deadline

The **deadline** for the receipt of applications is ***10 March 2010.***

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 resident will be announced at the latest the 5 April 2010, as it is estimated that he/she reports to PAHO in Washington, D.C., in June 2010.