

PAN AMERICAN HEALTH ORGANIZATION  
DEPARTMENT OF HEALTH EMERGENCIES

Technical support of the EMT Regional Secretariat of the Americas  
Regional Consultancy (IPC – P3)  
PHE/WDC  
TERMS OF REFERENCE (TOR)

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### Overview of the Program

The objective of the Health Emergencies Department (PHE) of the Pan American Health Organization (PAHO/WHO) is to increase health sector resilience to emergencies and disasters. PHE assists Member States to strengthen the health sector's capacities in prevention, risk reduction, preparedness, surveillance, response, and early recovery for emergencies and disasters related to any hazards and, when national capacities are overwhelmed, to lead and coordinate the international health response to contain disasters, including outbreaks, and to provide effective relief and recovery to affected populations.

The Emergency Medical Teams (EMT) global initiative is implemented by the World Health Organization (WHO), and lead in the Americas Region by PAHO/WHO through PHE. EMTs are an important part of the global health workforce, ensuring uninterrupted life-saving healthcare is provided to patients affected by an emergency or disaster. PAHO/WHO provides technical advice for the preparation of procedures and tools for requesting accepting, and receiving EMTs; supports the integration of Emergency Medical Team Coordination Cells (CICOM) with health EOCs; designs and creates EMTs at the national level; and strengthens national EMT capacities in the Americas, among other strategic roles.

### Organizational Context

As part of the PAHO Health Emergencies (PHE) Department, dedicated to partnerships, advocacy and information management in the field of disasters, the Regional Consultant to provide support to the EMT Regional Secretariat of the Americas is responsible for supporting the EMT Regional Secretariat in diverse technical and operational components, dissemination of information to stakeholders, and the consolidation of the EMT Regional Group in the Americas, among others. The incumbent also provides technical project management support, including report and proposal writing.

The Regional EMT Secretariat is under the Department of Health Emergencies (PHE) of PAHO/WHO, which is mandated to provide technical assistance to strengthen the Member States' emergency health response capacity. The Secretariat is charged to establish the strategy and plan of action for implementing the EMT initiative in the Region, in line with the current resolutions of the PAHO Directing Council. The regional EMT group is the Secretariat's advisory body for the EMT initiative's implementation plan in the Region.

### Summary of Responsibilities

Under the direct supervision of the Regional Advisor for the EMT Initiative, the Regional Consultant who will provide technical support to the EMT Regional Secretariat of the Americas is responsible for, but not necessarily limited to the following assigned duties:

1. Assist on the technical and operational components for the regional implementation of the EMT initiative;

2. Provide expertise and operational support to develop and/or disseminate key information about the EMT initiative and the strengthening of regional and national EMTs;
3. Provide technical and operational support for the consolidation of the Americas Regional EMT Group;
4. Support the development of technical and financial reports for the EMT initiative stakeholders, participate in the design of proposals for resource mobilization, and contribute to the drafting of presentations and publications as necessary;
5. Keep the map of regional EMT resources, the country EMT focal points network and the regional roster of EMT coordinators operational and updated;
6. Participate and collaborate in the regional events and activities of the EMT initiative;
7. Perform other related duties, as assigned.

### Experience

**Essential:** At least five years of combined national and international working experience in Emergency Medical Teams or Disaster Response Teams.

**Desirable:** Theoretical knowledge and practical experience in the regional implementation of the global EMT initiative is desirable. Knowledge of 911 systems, pre-hospital medical emergency systems, and working experience in the coordination of Emergency Medical Teams would be an asset.

### Languages

Professional knowledge of English is required. Knowledge of Spanish, French and/or Portuguese would be an asset.

### Education

**Essential:** A bachelor's degree in health sciences, social sciences, or a relevant field of the disaster response or health area, awarded by a recognized University.

**Desirable:** Post graduate degree at a Master Level in Public Health, Emergency Health Services, or related field.

### Duration and Location

This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station. The incumbent would be stationed at the PAHO/WHO Headquarters Building in Washington, D.C, with occasional duty travel to participate in EMT activities and events. The consultant will be hired for a three-month full-time period, with possibility for extension subject to performance and funding.

### How to Apply

All candidates should complete the application form and attach a copy of their CV. All documentation must be sent to the email address [emt@paho.org](mailto:emt@paho.org) before **31 January 2018**.

Only candidates under serious consideration will be contacted. A written test may be used as a form of screening. PAHO/WHO is committed to workforce diversity.