

## **TECHNICAL DIRECTOR**

(on terms and conditions to be determined by the Chief Personnel Officer)

### **JOB SUMMARY**

The Technical Director is responsible and accountable for leading, managing and co-ordinating the strategic response to the HIV/AIDS epidemic. The incumbent is expected to provide technical operational oversight to the National Aids Coordinating Committee (NACC) and serve as the national focal person for all HIV/AIDS issues.

### **DUTIES AND RESPONSIBILITIES**

- Directs and manages a team of professionals engaged in the strategic management of the national HIV/AIDS response and its impact on the progress of the epidemic.
- Facilitates informed decision making by the National HIV and AIDS Council by ensuring that it is:
  - i. Kept reliably informed on epidemiological data, tracking the progress of the epidemic in Trinidad and Tobago.
  - ii. Kept up-to-date through programmatic data on the progress and impact of the national response to the epidemic.
- Facilitates and ensures effective coordination of the national expanded response.
- Enables the mainstreaming of HIV/AIDS considerations into the planning and programming for government ministries, as well as private sector and non-governmental organizations.
- Maintains up-to-date contact with lead national and international partners ensuring that their input is well-coordinated and falls within the parameters of the national HIV/AIDS strategic framework and plan.
- Advises on and facilitates the development of policies, legal instruments pertaining to HIV/AIDS and on the integration of HIV/AIDS issues into national development plans.
- Provides advocacy, including lobbying with all stakeholders to ensure that the response to HIV/AIDS in Trinidad and Tobago is congruent with the national strategic plan/policies of Trinidad and Tobago, (including the reduction of stigma associated with PLWHA).
- Strengthens risk management strategies through National Policy Development with a trigger list for HIV/AIDS incident reporting.
- Identifies gaps in the skill sets required by medical and paramedical professionals and make recommendations for improvement.

- Implements mandatory professional development programme (e.g. management of HIV/AIDS emergencies) with focus on communication skills, empathy, ethics, and professional behaviour and other similar attributes.
- Reviews Clinical Audits based on recommended guidelines.
- Represents the NACC on various committees, meetings, conferences, workshops and other fora as required.
- Performs other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE:**

- Expert knowledge of the protocols relating to the care and treatment of persons with HIV/AIDS
- Knowledge of international, regional and local policies relating to HIV/AIDS
- Considerable knowledge of quality improvement strategies and methodologies for monitoring and evaluating the performance of health systems
- Thorough understanding of the HIV/AIDS epidemic, its issues and its implications at the national and decentralized levels and across all sectors
- Very good grasp of the details of the national response to the epidemic in the public, private and non-governmental sectors and throughout the country
- Clear understanding of the role of the Interim HIV Agency in fostering coordination of the national HIV/AIDS response to the epidemic in all sectors
- Excellent interpersonal, negotiation and consulting skills to facilitate coordination and participation of the various stakeholders
- Sound grasp of HIV/AIDS strategic planning, management and coordination principles and practices
- Proven advocacy skills and the ability to broker strategic international and local partnerships
- Proven experience in policy development and related areas

### **SKILLS AND ABILITIES:**

- Ability to prepare and present complex technical information, both written and oral, in a clear and concise manner

- Ability to identify and recommend a structured, competency-based training programme for medical and paramedical professionals
- Proficiency in the use of Microsoft Office Suite
- Excellent communication, presentation and networking skills
- Strong analytical skills
- Leadership and interpersonal skills to mentor and motivate teams and staff
- Ability to establish and maintain effective working relationships with internal/external partners
- Ability to maintain strict patient and physician confidentiality

**MINIMUM EXPERIENCE AND TRAINING:**

- Training as evidenced by the possession of a medical degree from an accredited School of Medicine as recognised by the Medical Board of Trinidad and Tobago.
  - Registered Medical Practitioner as evidenced by registration with the Medical Board of Trinidad and Tobago.
  - Higher qualification in Public Health as recognised by the Medical Board of Trinidad and Tobago.
  - Ten (10) to fifteen (15) years postgraduate experience.
  - Additional qualifications or experience in HIV/AIDS medicine will be an asst.
- OR**
- Any equivalent combination of experience and training.