



Training Programs in Epidemiology and Public Health Interventions Network (TEPHINET)
Director (EU)
Program Director (TF)

Job class Code: 9221
FLSA Status: Exempt
Pay Grade: 099

EEO Code: Non-faculty Professional

Revised Date: January 2019

Reports to: Health Systems Strengthening Sector Head

Direct Reports: Deputy Director, Senior Associate Director of Science, and Events Manager

POSITION DESCRIPTION: TEPHINET is a professional alliance of 71 field epidemiology training programs (FETPs) serving more than 100 countries around the world. Trainees of these programs master a set of core competencies, vital to the practice of public health, while strengthening their countries' health care ministries by providing critical epidemiologic and other public health services. The Director is responsible for providing leadership and expertise for the global network; for developing, cultivating and maintaining professional relations with FETP leaders, regional networks, funders, and a variety of stakeholders across the globe; for collaborating with those leaders, funders and stakeholders to ensure progress toward the shared vision of developing sustainable applied epidemiology capacity in all countries; and providing oversight of a staff of approximately 20 persons in the areas of fund-raising, financial management, personnel, and program development. This position is based at The Task Force for Global Health's headquarters in Decatur, Georgia, USA.

BACKGROUND: The Task Force for Global Health is an Emory University affiliate located in Decatur, GA. Its eight programs focus on building robust public health systems that serve all people. Program areas include neglected tropical diseases, vaccines, and health systems strengthening. The Task Force for Global Health was recognized for its extraordinary contributions to alleviating human suffering with the 2016 Conrad N. Hilton Humanitarian Prize, the world's largest award of its kind. The Task Force is ranked among the largest nonprofits in the United States due to in-kind contributions of medicines and vaccines from major pharmaceutical companies valued at billions of dollars annually.

TEPHINET BACKGROUND: The principal mission of TEPHINET is to strengthen global field epidemiology capacity through initiating, supporting, and networking of field-based training programs that enhance competencies in applied epidemiology and public health practice. To carry out this mission, TEPHINET implements programs that strengthen the quality of FETPs; enable networking and continuous learning within the global FETP community; and facilitate the mobilization of a skilled workforce in response to global public health threats. Specific TEPHINET activities that advance these objectives include an accreditation program; regional and global conferences; TEPHICConnect (an alumni networking platform and program); and the development and implementation of a network-wide learning strategy.

TEPHINET also provides administrative and management support to many international public health projects, many of which are related to the field epidemiology training programs.

PRIMARY RESPONSIBILITIES:

- **Program Partnership, Formation, and Support**
 - Seek opportunities, resources, and new alliances to expand the network, to enhance TEPHINET project offerings within the network, and generally to enhance field epidemiology capacity building worldwide
 - Promote and maintain effective communication and good relations within the organization, with partner organizations, and with funders
 - Provide ongoing operational support to member FETPs globally
 - Continue to develop and support a global network of FETP alumni to foster communication and lifelong learning among graduates, rapid identification of trained epidemiologists for response to international disease outbreaks, and ongoing engagement in the global mission to foster field epidemiology capacity
 - Build collaborative relationships with key stakeholders, namely funding partners, FETPs, board of advisors, regional networks, governments, NGOs, and management and staff at TFGH.
- **TEPHINET Strategic Management**
 - Work with leaders and stakeholder throughout the global FETP enterprise to identify and address challenges, enhance current practices, and develop innovative new approaches to developing sustained applied epidemiology capacity world-wide
 - Engage closely and regularly with CDC and other funding partners, to understand funders' priorities and ensure harmonization of direction among funders, board of advisors, implementation partners, and the FETPs that TEPHINET serves
 - Develop and implement a strategic plan for TEPHINET, in concert with the TEPHINET board of advisors, funders, staff, and senior management of the Task Force for Global Health
 - Continue and expand efforts to assure high quality in all FETPs, e.g., via the accreditation program, global and regional scientific conferences, and the development of new learning resources
 - Provide secretariat-level leadership to the TEPHINET board of advisors, e.g., by ensuring that the board is engaged in considering and advising on key issues and challenges facing the global FETP enterprise; by implementing decisions of the TEPHINET board of advisors; by planning agendas and prepare minutes for meetings of the TEPHINET board of advisors; and by providing reports to the TEPHINET board of advisors and to the Task Force leadership
- **Resource Development and Financial Management**
 - Solicit funds and write proposals to secure funding to support network activities (as specified in the TEPHINET work plan and approved by the board of advisors), so as to ensure goals and objectives are met
 - Represent the program to funders and other organizations
 - Oversees financial management of program budget in collaboration with the Deputy Director

- **TEPHINET Team Management**
 - Set direction and oversee the staff of the TEPHINET program
 - Partner with the Deputy Director to ensure that effective and efficient management structures and fiscal systems are in place
 - Monitor team progress toward key TEPHINET indicators and goals
 - Support the performance, development and growth of the TEPHINET team
- **Engagement with the Task Force for Global Health**
 - Participate fully as a member of the Task Force for Global Health by contributing, assisting and participating in projects, activities, and initiatives as requested by Task Force management
 - Engage as appropriate with other programs of the Task Force to seek opportunities for cross-program synchrony and collaboration with TEPHINET and TEPHINET partners

TRAVEL: 20-40% Domestic and International

MINIMUM QUALIFICATIONS:

- MD or PhD or related advanced degree
- At least 10 years of experience in public health
- Formal training in epidemiology, or demonstrated experience working as an epidemiologist or managing a field epidemiology organization
- Knowledge of and experience working with Field Epidemiology Training Programs (FETPs), EIS, or related Applied Epidemiology development programs
- An established base of strong working relationships across multiple TEPHINET member programs, as evidenced (for example) by active membership on committees and working groups that address cross-network priorities such as program accreditation, learning resource development, or global/regional meeting planning.
- At least 8 years of successful management and leadership experience at the senior level to include the following: strategic planning, team building, program development and management, organizational development, international relations, and fundraising for public health programs
- Familiarity with key global capacity development efforts and initiatives, e.g., WHO Sustainable Development Goals, global health security efforts, and universal health care initiatives
- Demonstrated ability to think conceptually, strategically, organizationally, and analytically while developing solutions and managing complex relationships and problems
- Demonstrated experience in collaborating and building partnerships, including working with funders, global organizations, governmental agencies and NGOs
- Strong interpersonal, relationship building and partnering skills, as demonstrated (for example) by successful networking across organizations
- A record of scientific excellence and achievement as demonstrated (for example) by publications in peer-reviewed journals, presentations of epidemiologic investigations at scientific conferences, and/or successful application for research funding.
- Demonstrated leadership and oversight of a non-profit, charitable, governmental institution or related organization
- International experience in working with and in developing countries,
- Excellent written and verbal English communication skills

PREFERRED QUALIFICATIONS:

- Working proficiency with one or more languages other than English

All qualified candidates must apply through the Emory University career website
<https://staff-emory.icims.com/jobs/31558/job> .

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: The Task Force for Global Health is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.