



# PACMOSSI

Pacific Mosquito Surveillance  
Strengthening for Impact

## Key components of Human Resources Strategic Planning

PacMOSSI Strategic Planning Online Workshop for Vector Control and Surveillance in  
the Pacific

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# Key to HR plan

Right people in the right place with the right skills at the right time in the right numbers

Human resource development plan:

- Identify your needs
- Match who you already have (skills, experience, numbers, locations, age, gender). And gaps
- Match needs with source of staff including training institutions, community and NGOs, contractors.
- Build Effective Strategies.
- Check timeframes, critical paths, budget, alternative ways, Keep checking logic up and down.

# Human resources: Remember gender and inclusion



- Is there a human resource development plan?
- Are roles and responsibilities of staff clearly defined, including skill and experience requirements?
  - Are these reflected in their job descriptions?
- Are there opportunities for career progression at each administrative level?
  - Are career pathways defined? Outline these pathways.
  - Don't forget to account for people leaving the system especially retirements (look at ages of people in positions)
- Are staff available with the following skill sets/experience? And at each relevant level ( national regional, district, local)? In adequate numbers?
  - Adult vector surveys (e.g., use of light traps, baited traps, human landing catches)
  - Environmental management and manipulation
  - Larviciding
  - IRS
  - Maintenance of reference insect colonies
  - Insecticide susceptibility testing
  - Data management
  - Statistical analysis
- Survey design
- Mapping/ GIS
- Monitoring and evaluation
- Project management
- Stakeholder engagement
- Behaviour change communication
- Epidemiology
- Public health
- Operational research
- Stakeholder engagement

Think of these human resource questions when you are planning the strategies for the other parts of the vector control plan. Then cross check with this list



# Data and analysis needed to develop the plan

- List the staff at the national level and their qualifications.
  - Name
  - Job title
  - Work remit, e.g., planning, implementation, monitoring and evaluation
  - Training (academic, e.g., diploma, MSc, PhD or on-the-job training)
  - Institution trained at
- Do staff have the appropriate skills to perform all the duties required by their jobs?
  - Adequate numbers
  - Right distribution
- Is the staffing level in the programme adequate to carry out its functions? Give more detail on any **gaps**.
  - Job title
  - Skillset(s)
  - Training level required
  - Number
- **Do this for each level of the system**
- **This becomes a human resource plan to complement the strategic plan.**
  - As you develop each activity under the technical areas – you should ask the HR questions then – and then cross check when you come to this section
- What other human resources are available to the programme (e.g., municipal governments, non-health ministries, research institutions, implementing partners, etc.)?
  - Provide detail on these resources, including number of staff, job titles, skillsets/experience, training and location.
  - Do you already have relationships with these?
  - How do you access these people e.g. contracts, secondments, etc
  - **Resources may be needed to this - need to include in the plan and check time frame**



# Training



# Links to your HR plan – and to the activities and any innovations or scaling up planned in your Strategic Plan



- When is training needed in a person's career?
  - Pre-service
  - In-service
  - Specialized
  - For each type of training: Who does this training? What student load can they manage? Is it up-to-date? Are materials etc needed? Do you need to plan for resources or support for this training to occur?
- Other capacity building
  - Supportive supervision Remember to plan for time of the supervisor and any related costs
  - Mentoring
- Delivery mode and source
  - Face to face/Online/real time/anytime
  - In country providers/regional or other provider
- Duration of training to have skilled person/s available
  - Is there some time critical nature to when you need trained people available?
- Monitoring and evaluation of the training – outputs, timeliness, quality, quantity, gender and social inclusion

# Key questions to help Training strategy in the Plan



- Is there a system for training new personnel?
  - Explain how this happens at national and subnational levels.
  - What training is provided and by which institution(s)?
  - Are teaching materials and guidelines available for such training?
- Is there a system for refresher training of vector control personnel once they are in-post?
  - What training is provided and by which institution?
  - Are teaching materials and guidelines available for such training?
- Is there a scheme for coaching/mentorship/supportive supervision of staff at all administrative levels? Explain.
- List the names of national and regional institutions offering training/education or technical support.
  - Indicate whether the programme partners with these institutions.
- Do you have a registry of experts who could provide technical support to the programme developed?
- What proportion of staff trained in the past 5 years has the vector control programme retained at each administrative level?