

I. Program Management

(70%)

Prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with overall program objectives in support of the PEPFAR Prevention Program in Cote d'Ivoire, Prevention programs include, but are not limited to, education/outreach, voluntary counseling and testing (VCT), youth-directed programs, prevention of transmission of mother to child (PMTCT), targeting highly vulnerable populations.

Serves as technical advisor to Ministries of Defense, Health (and other ministries or government/non government entities as appropriate) in furthering their HIV/AIDS prevention programs, focusing on non-duplication of services provided by USG agencies, cooperative partners, contractors. Works closely with host government Ministry of Defense, international organizations, as well as partners funded by the government or Global Fund as indicated, and non-governmental organizations to influence other collaborative organizations engaged in HIV/AIDS Prevention programs to adopt appropriate strategies for their program activities.

Provides technical evaluation of all grants, contracts or cooperative agreement proposals for which responsible in Prevention programs. Works with the agency grants or contracts office and partner representatives to ensure that most current Prevention protocols are included in the signed agreement.

Provides guidance and direction to grantees, program collaborators and contractors on management and implementation of cooperative agreement activities to ensure consistency with PEPFAR policies and guidance and host country policy regulations. Participates with partners in the development of work plans for implementation of activities following cooperative agreement awards.

Working closely with host government ministry staff involved in public health programs, private sector providers and implementing partners, incumbent is required to monitor all programs under his/her purview to assure that the specific objectives for the program are achieved and/or appropriate remedial activities are instituted. In liaison with the Strategic Information unit/advisors position develops program evaluation strategies, methodologies and indicators for monitoring HIV/AIDS Prevention programs in accordance with standard guidelines and protocols. Provides advice and recommendations to chief of section and supervisor in interpreting data on health objectives and indicators related to specific HIV/AIDS Prevention programs.

Monitors activities and collaborates with each partner organization on a regular basis to make sure program results are achieved and all Prevention programmatic activities and study protocols meet human subject requirements and pass through ethical review with the appropriate agency authority. This involves regular site visits and meetings with representatives of each organization to review progress. Draws attention to organizational needs such as inadequate medical supplies, equipment, facilities and staffing.

Provides updated technical information to partners as it becomes available. Designs practical training courses as required for various target audiences on how to implement, monitor and evaluate HIV/AIDS Prevention programs, use M&E data and report progress to key stakeholders. Conducts on-the-job training sessions to ensure partner staff is up-to-date with Prevention protocols.

Responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on Prevention strategies.

Leads site assessments of PEPFAR Prevention programs carried out by implementing partners of the USG. Collects data and prepares the technical assistance requests to be sent to the US Embassy PEPFAR managing body and/or designated agency leaders and develops scopes of work as needed for the requests. Prepares oral and written reports on the progress of program activities. Readers of these reports include agency and post management, other agency PEPFAR officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually.

As the public health advisor for Prevention cooperative agreements and contracts, job holder oversees the public health technical aspects in development of the Scope of Work (SOW) and Funding Opportunity Announcement, review of applications, supplemental awards, and requests for extensions. Once implementing agreement is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

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14. MAJOR DUTIES AND RESPONSIBILITIES - (cont'd)

II. Administrative Management

(15%)

Incumbent is responsible for providing oversight and monitoring the budgets allocated to Prevention implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, accruals.

Job holder maintains files and records in the Prevention Office data collection specific to the activities/programs for which incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to HIV/AIDS infection (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically and entered into the reference system.

Prepares and presents briefings for VIP visitors, participates in making arrangements for visits and serve as spokesman as required on matters within technical expertise. In coordination with the supervisor or PEPFAR Country Coordinator, serves as control officer for site visits to prevention program activities by agency and inter-agency PEPFAR officials.

III. Interagency Coordination

(15%)

As a regional and international expert on matters pertaining to HIV/AIDS Prevention, job holder represents DoD/CI at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

Represents the agency in discussing and developing financial commitment proposals for HIV Prevention programs at administrative and strategic planning meetings. This includes all USG agencies (Departments of State, Defense, and Health and Human Services [including Centers for Disease Control and Prevention and the Health Resources and Services Administration] USAID, and Peace Corps).

Serves as chair or rotating chair on inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency Prevention activities in Cote d'Ivoire.

May be required to serve as a member and advisor on national committees for HIV/AIDS Prevention issues. The purpose of these committees is to assess program needs and issues at the local level and communicate these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for HIV Prevention on a national level. Based on information received in the national committees, job holder may recommend revisions to the unit's program policies and guidelines for Prevention.

Serves on intra- and inter-branch PEPFAR projects, frequently taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR taskings, etc. There tend to be 3-4 projects per year where position would take a lead role.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Masters (MPH, MSHP) Degree or host country equivalent in public health, nursing, health policy, public administration, or social sciences is required
- b. Prior Work Experience: Five years of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other public health programs that involve coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level with multiple staff is required.
- c. Post Entry Training: Professional seminars to expand knowledge, skills and abilities in HIV/AIDS prevention, counselling and testing, behavior change, care and treatment, program evaluation, practices, procedures, and administrative and fiscal management. PEPFAR and agency-specific training in approaches to program design, implementation and reporting. Agency-specific leadership development training, and COR/CTO or Project Management of grants/cooperative agreements training are required
- d. Language Proficiency: Level IV English fluency in speaking/writing/reading. Level IV French fluency is speaking/writing/reading
- e. Job Knowledge: Comprehensive knowledge and experience in HIV/AIDS prevention counseling and interventions, behavior change, care, treatment and testing is required. Detailed knowledge of U.S. government public health programs and strategies is required. A detailed knowledge of the range of prevention programs, policies, regulations and precedents applicable to development and administration of national/international public health prevention program is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.
- f. Skills and Abilities: Comprehensive knowledge and experience in HIV/AIDS prevention is required. Thorough public health knowledge of current HIV/AIDS issues is required. Detailed knowledge of the host government health care system and structures including familiarity with MOD policies, program priorities and regulations is required. Detailed working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of treatment programs is required. Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners are required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts, cooperative agreements and contracts is required. The ability to lead results-driven project teams and workgroups is required. Intermediate user level of word processing, spreadsheets and databases is required. Numerical skills for data analysis are required

16. POSITION ELEMENTS:

- a. Supervision Received: Directly supervised by the Chief, Security Cooperation Office.
- b. Supervision Exercised: Position has no direct supervisory responsibilities but has a results-oriented working relationship with one or more contractors or cooperative agreement partners and/or host country employees
- c. Available Guidelines: International standards for public health care, Agency directives, regulations, policies, MOD regulations/policies, acquisitions regulations as appropriate
- d. Exercise of Judgment: Required to make independent and professional judgments on the quality and effectiveness of HIV/AIDS prevention programs. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of the US, senior level staff of other agencies and the Ministry of Defense.
- e. Authority to Make Commitments: Position has no authority to make financial commitments; however, in the course of program management responsibilities position has limited authority to make non-contractual commitments related to project support and the vision of training and technical assistance.
- f. Nature, Level, and Purpose of Contacts: Frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV/AIDS programs to coordinate and standardize prevention programs that achieve results specified in PEPFAR strategic objectives. External contacts are with senior medical personnel and program managers in the MOH, participating cooperative agreement partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS prevention programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors and other public health professionals for purposes of program evaluation.
- g. Time Expected to Reach Full Performance Level: One year.