

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">CDC/HIV</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  
 Yes     No

4. Reason For Submission

a. Redescription of duties: This position replaces  
 (Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position \_\_\_\_\_

c. Other (explain) Fill a vacant position

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Trades Helper - 1210	2		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">CDC/PEPFAR</p>	a. First Subdivision <p style="text-align: center;">CDC/HIV/Laboratory</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Printed Name of Employee</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Signature of Employee</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: right;">Date (mm-dd-yyyy)</p>	10. This is a complete and accurate description of the duties and responsibilities of this position.  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Printed Name of Supervisor</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Signature of Supervisor</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: right;">09-09-2015 Date (mm-dd-yyyy)</p>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Printed Name of Chief or Agency Head</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Signature of Section Chief or Agency Head</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: right;">Date (mm-dd-yyyy)</p>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center;">Signature of Admin or Human Resources Officer</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: right;">09-09-2015 Date (mm-dd-yyyy)</p>
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13. Basic Function Of Position  
 The incumbent will be responsible for the general cleaning of the Retro-CI laboratory technical units including offices. The incumbent is responsible for temperature monitoring of laboratory freezers. The incumbent collects stores and autoclaves laboratory waste according to hygiene and safety procedures. He/she is responsible for cleaning and decontamination of the amplification rooms of the laboratory. He/she follows up the delivery of the Liquid Nitrogen. Also helps the cryobiologist to prepare samples shipment.

14. Major Duties and Responsibilities	_____ % of Time
1- Sweeps and scrubs office and laboratory floors, benches and windows on a daily basis.	20%
2- Biweekly cleaning and decontamination of the amplification rooms in Molecular Diagnostic unit under the supervision of laboratory technicians.	10%
3- Keeps inventory of supplied cleaning materials and ensures he/she has cleaning supplies at all times.	10%
4- Follows up the delivery of Liquid Nitrogen for the cryobiology sample storage tank and help the cryobiologist to prepare samples shipment.	10%
5- Washing up of non-disposables laboratory supplies (glasswares...) and ensures laboratory units are stocked with the necessary supplies.	20%

(Continue on blank sheet)

(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Completion of elementary school is required.

b. Prior Work Experience

Two (2) years experience working in a Laboratory required

c. Post Entry Training

None.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level 2 French Limited Knowledge - Speaking/Reading/Writing

Level 1 English Rudimentary Knowledge - Speaking

e. Job Knowledge

Must have a general knowledge of biosafety in a laboratory and and maintenance.

f. Skills and Abilities

Must have the ability to recognize freezer temperature.

16. Position Element

a. Supervision Received

Direct supervision from the Clinical Diagnostic and Molecular Diagnostic Units Chiefs.

b. Supervision Exercised

None.

c. Available Guidelines

Periodic verbal instructions from supervisor, especially concerning freezer temperature.

d. Exercise of Judgment

Must use good and sound judgement in reading freezer temperature.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

All CDC/HIV Project staff.

g. Time Expected to Reach Full Performance Level

One month.

**Addendum 1**

6- Cleaning and decontamination of work bench collection, packing, autoclaving and transport for incineration of laboratory infectious wastes according to hygiene and biosafety procedures.  
20%

7- Daily Monitoring of temperatures and Freezers, and monthly cleaning.  
10%