

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Preparation must be according to instructions given in FSN Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> Cote d'Ivoire	<b>2. AGENCY</b> USAID	<b>3a. POSITION NO.</b> 353072100001
<b>3b. Is this position SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, List the position numbers authorized and/or established.		

<b>4. REASON FOR SUBMISSION</b>
<input type="checkbox"/> a. Reclassification of duties: If the reclassification involves the consolidation of all or part of two or more jobs into one, those positions must also be listed. Position No.: _____ Title: _____ Series: _____ Grade: _____ Position No.: _____ Title: _____ Series: _____ Grade: _____
<input checked="" type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain): _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	<b>USAID Project Management Specialist (Health Promotion), FSN-4005</b>	<b>FSN-11</b>		
b. Other (EXO, USAID/W)				
c. Proposed by Initiating Office	USAID Project Management Specialist (Health Promotion Advisor), FSN 4005			

<b>6. POST FUNCTIONAL TITLE POSITION</b> (if different from official title) Health Promotion Advisor	<b>7. NAME OF INCUMBENT</b>
<b>8. OFFICE/SECTION</b>	b. 2 <sup>nd</sup> Subdivision: Health Office
a. 1 <sup>st</sup> Subdivision: USAID Cote d'Ivoire	c. 3 <sup>rd</sup> Subdivision: Community Health Team

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.  <p style="text-align: center;">Andrea Halverson-Director of Health Office</p>
<b>EMPLOYEE Signature</b> _____ <small>TYPE NAME, TITLE</small>	<b>SUPERVISOR Signature</b> _____ <small>Date (mm-dd-yy)</small>
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.  <p style="text-align: center;">Andrea Halverson-Director of Health Office</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.  <p style="text-align: center;">Don Brady – Supervisory EXO</p>
<b>SECTION CHIEF or AGENCY HEAD Signature</b> _____ <small>Date</small>	<b>HUMAN RESOURCES Signature</b> _____ <small>Date (mm-dd-yy)</small>

**13. BASIC FUNCTION OF POSITION**

Serve as technical expert in community engagement, HIV prevention, health promotion and health communication across the health domains in which the USAID health program engages. The Health Promotion Advisor will serve as the Agreement Officer's Representative (AOR), Alternate AOR or Activity Manager for USAID awards for community-based prevention and health communication activities.

**14. MAJOR DUTIES AND RESPONSIBILITIES OF TIME****%****1. Programmatic and Technical Representation (25%)**

- Serve as the USAID's technical expert on issues related to community-based health promotion and communication for key and priority populations and OVC-related activities, in line with the new PEPFAR mandates and strategies;
- Engage in effective inter-agency collaboration between the USAID, CDC and DOD PEPFAR portfolios;
- Liaise with key stakeholders including the PNLs, PNSME and PNSR, donors and implementing partners on issues related to HIV/AIDS prevention and service uptake, maternal and child health, nutrition and family planning, especially on strategic planning, implementation, monitoring and evaluation;
- Participate in relevant meetings and technical working groups on HIV/AIDS prevention, maternal and child health, nutrition, family planning and related topics;
- Participate in the development/revision of USAID strategies and work plans on community health based on best practices in health promotion and communication, monitor USG and Government of Cote d'Ivoire strategy changes, and highlight potential impacts of these changes on community health strategies and programs; and
- Identify and promote new opportunities, partnerships, and approaches which support best practices in health communication and community health promotion.

**2. Program Monitoring and Management (45%)**

- Serve as an Alternate Agreement Officer Representative (AOR) for the Save the Children/REVE (Resources for the Elimination of Child Vulnerability) project;
- Serve as the Activity Manager for the JHU/HC3 Behavior Change Communication for Priority Populations project;
- Serve as the Activity Manager for the Engender Health/Agir-PF family planning services strengthening project
- Assist the Activity Manager for the FHI 360/LINKAGES key populations project;
- Assist the Activity Manager for the FHI 360/FANTA 3 nutrition project;
- Conduct regular site visits to assess performance of USAID community health and prevention activities;
- In coordination with the USAID Strategic Information Team, provide technical oversight for monitoring and evaluation (including data quality assessments) for USAID community health promotion activities;
- Provide recommendations for coordinating and strengthening community health promotion activities and support across USG/PEPFAR programs

**3. Preparation of Key Mission Documents (20%)**

- Provide regular and ad hoc analyses and reports as requested and disseminate information on progress and improvements in community health and prevention programming, including information from site visits, partner reports, and national data systems;
- Contribute technical information and data, as requested, for the preparation of documents such as annual/semi-annual performance reports, operational plan, SIMS, PEPFAR Country Operational Plan,

Congressional Notifications, Congressional Budget Justifications, portfolio reviews, cables, Fact Sheets, etc.

#### 4. Other Duties as Assigned (10%)

- Assist the USAID Community Health Team with other tasks related to the planning, implementation, monitoring and evaluation of USAID support to the health sector in Cote d'Ivoire.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

### a. Education:

University Degree (Bachelors) in a relevant professional science or social science discipline, such as public health, education or health communication.

### b. Prior Work Experience:

Minimum of five years of public health, health communication, education or related experience in developing countries with at least two years of experience working with international development organizations such as USAID, UNICEF, the World Health Organization or UNAIDS.

### c. Post Entry Training:

The incumbent will be expected to possess the necessary skills and knowledge required to perform the management duties and responsibilities of the position, Agency policies, procedures and regulations that govern specific activity management associated with cooperative agreements, USG budget monitoring and program assessment/evaluation and procurement systems. Post entry training will be focused primarily on USAID and PEPFAR technical guidance and best practices. Necessary post entry training will be provided on-site and via regional USAID training programs, USAID in-country training, Washington-based training programs, and updates.

### d. Language Proficiency: *(List both English and host country language(s) proficiency requirements by level and specialization)*

Level IV French; Level IV English

### e. Job Knowledge:

Good technical understanding of the principles and techniques of community engagement, health communication, education and promotion. Demonstrated knowledge of the role of health promotion and community engagement in an integrated theory of social development.

### f. Skills and Abilities:

- Excellent communication skills (verbal and written)
- Demonstrated ability to work effectively in a team environment and communicate technical information related to community engagement and communication, health promotion and prevention to a variety of technical and non-technical audiences
- Demonstrated ability to understand the strategic purpose and goals of stakeholders involved in health prevention, promotion and community engagement; ability to identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors

- Experience with USAID approved monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings
- Knowledge of USAID policies, procedures, and reporting requirements is desirable. Excellent leadership and interpersonal skills
- High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results

## 16. POSITION ELEMENTS

### a. Supervision Received:

The incumbent works independently under the supervision of the USAID Community Health Team Lead, who establishes broad program outcome strategies and goals. The incumbent works within a broad framework and with minimum supervision to determine approaches to be taken and methodologies to be used in planning and implementing activities and resolving problems to accomplish desired program outcomes. Completion of tasks and assignments will be reviewed regularly through results achieved, written reports, and progress reports.

### b. Supervision Exercised:

This position does not have direct supervisory responsibilities; however, the employee will be expected to provide technical, programmatic and administrative project management oversight and coordination of all assigned cooperative agreements and contracts. In this capacity, the incumbent will work with 4-8 teams of 2-5 each as the principal advisor for the direction and implementation of the technical, administrative and management portions of USAID/PEPFAR community-based cooperative agreements and contracts and/or other funding mechanisms in Cote d'Ivoire.

### c. Available Guidelines:

Written USAID agency policies and guidelines for management of cooperative agreements and contracts and technical literature related to incumbent's area of expertise. International accounting and ethical standards, Agency and USG directives, regulations and policies. USAID rules, regulations and policies issued in writing and orally. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP) and Regional Cooperation Development Strategy (RDCS). Frequently, the incumbent will apply these guidelines independently as circumstances may dictate.

### d. Exercise of Judgment:

Incumbent is allowed flexibility in making technical, programmatic and operational decisions and recommendations, to solve problems and direct program activities regarding operational and administrative project management. Incumbent exercises a significant degree of judgment in deciding the best means to implement USAID policies. Incumbent contributes through counsel and guidance to the development and substantive revision of long-range strategic priorities and plans with senior-level officials from Ministry of Health and other relevant Ministries.

### e. Authority to Make Commitments:

When designated as AOR/COR, incumbent will have authority and responsibility as delegated by the agency grants/contracts office to carry out agency memoranda of understanding, grants, contracts or cooperative agreement support commitments. Position has no authority to make financial commitments but will make recommendations on funding applications for financial assistance from the USG based on technical merit of the proposals and appropriateness of budget requests. Incumbent works independently to provide technical consultation on program activities of ongoing or proposed community health

promotion activities funded by USAID. Incumbent has the discretion to plan and adjust his/her own work as well as the work of others related to the delivery of quality project management services.

**f. Nature, Level, and Purpose of Contacts:**

Contacts are with high level political, administrative and technical representatives at implementing partner organizations, Ministry of Health and other relevant Ministries, the United States Government PEPFAR team, and USAID). Incumbent must provide consistent and credible representation of USAID and PEPFAR to all the above and to coordination bodies for technical, strategic, policy and project management issues.

**g. Time Expected to Reach Full Performance Level:**

One year

**Please refer to 3 FAH-2 H-400 APPENDIX B, “INSTRUCTIONS FOR PREPARING INTERAGENCY FSN POSITION DESCRIPTION” and/or USAID’s “Writing FSN Position Description Guidelines” for more information on completing the DS-298.**