



**13. BASIC FUNCTION OF POSITION**

The Infectious Diseases and Pandemic Threats Advisor (ID-PTA) will report to the Senior Infectious Disease Team Lead and serve as a technical expert in the area of infectious diseases and emerging pandemic threats in Côte d'Ivoire. S/he will exercise programmatic oversight to manage and coordinate USAID/CI Ebola preparedness activities and other initiatives addressing existing and emerging pandemic threats, and will serve as an activity manager for several centrally-funded awards. The ID-PTA, along with the Infectious Diseases Team Lead, will play a key role in liaising with the Government of Côte d'Ivoire (GOCI) and other key stakeholders, such as the World Health Organization (WHO), the Food and Agriculture Organization (FAO), and the World Organization for Animal Health (OIE), and with other members of the US Government (USG) interagency Global Health Security and Development team, including USAID/Washington-based staff.

**14. MAJOR DUTIES AND RESPONSIBILITIES OF TIME****%**

1.

## Program Monitoring and Management

45%

- a. Engage with implementing partners to keep them informed of USAID initiatives and to ensure good coordination with the national government, USAID/W, USG Interagency and other partners
- b. Arrange and conduct monthly meetings with implementing partners to ensure coordination and activity alignments of USAID initiatives in Côte d'Ivoire
- c. Monitor the implementation of activities on a regular basis (written and oral communication with partners, quarterly/annual report review, field visits) to keep close oversight on the process
- d. Provide regular updates to USAID/CI Health Office Leadership, to maintain leadership level oversight and engagement on USAID program implementation in Côte d'Ivoire
- e. Keep abreast of and disseminate information, as requested to Health Office Leadership, regarding and national/international initiatives regarding Ebola, Avian Influenza and other existing and emerging infectious threats

2.

## Programmatic and Technical Representation

25%

- a. Develop and maintain relationships with relevant ministries (Ministry of Animal Resources and Fisheries, Ministry of Health and the Fight Against AIDS, Ministry of Wildlife and others as appropriate) in Côte d'Ivoire to ensure that assets can be coordinated and provided as support if needed
- b. Establish and maintain a coordination network among partners in the country whose activities are related to the USAID/CI Pandemic Threats portfolio. Such partners include: bi-lateral donors, international organizations (WHO, FAO, OIE, etc.), National governments and their relevant ministries, private sector, international and local Non Governmental Organizations (NGOs), etc.
- c. Use the coordination network to facilitate the USAID's implementing partners in successful completion of work plan activities
- d. With stakeholder governments, create a coordination document for Ebola (and/or other pandemic threats) projects in Côte d'Ivoire to determine how best they will work together to create a successful preparedness and response programs in Côte d'Ivoire.
- e. Support, encourage and/or reinforce the establishment of Partner/Donor coordination and collaboration mechanism to better support GOCI
- f. Participate in phone calls/meetings with USAID/W on a regular basis
- g. Participate in frequent, regular meetings/conference calls with the US Centers for Disease Control and Prevention (CDC), US Department of Defence (DOD), and other USG agencies
- h. Participate in routine and ad hoc meetings with leadership and staff of CDC, DOD, and other USG Agencies to identify areas of collaboration and avoid duplication of USG activities

- i. Provide regular reports and recommendations to USAID/CI health team, on the programmatic updates from USAID/W and vice versa
- j. Support the integration of emerging disease activities (Ebola preparedness programs, EPT programs, Neglected Tropical Disease programs) with the broader USAID health portfolio in Côte d'Ivoire
- k. During disease outbreak situations ensure that USAID/CI initiatives are tightly coordinated with interagency leadership in supporting the national government

3.

## Preparation of Key Mission Documents

30%

- a. Provide regular and ad hoc analyses and reports or other scientific publications as requested and disseminate information on progress and improvements for Global Health Security Agenda (GHSA)-related activities, including information from site visits, partner reports, and national data systems
- b. Contribute technical information and data, as requested, for the preparation of documents such as annual/semi-annual performance reports, operational plans, Congressional Notifications, Congressional Budget Justifications, portfolio reviews, cables, Fact Sheets, etc.
- c. Report on EPT, Ebola Preparedness, and other activities as assigned, to USAID Global Health Security and Development Unit, specifically the Agreement Officer Representatives (AORs), for all centrally-funded projects, including monthly reporting as mandated by Congress.
- d. Assist the USAID Health Team with other tasks related to the planning, implementation, monitoring and evaluation of USAID to the health sector in Cote d'Ivoire

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE****a. Education:**

Bachelor's degree in a relevant professional discipline, such as medicine, public health, veterinary medicine, public policy, epidemiology, or related subject.

**b. Prior Work Experience:**

Five (5) to seven (7) years of public health and/or animal health and/or related experience in developing countries with at least five (5) years of experience working with international public health and/or animal health organizations, such as the WHO, FAO, and OIE.

**c. Post Entry Training:**

The incumbent is expected to possess the necessary technical training and skills required to perform the duties and responsibilities of the position within one year. Ongoing professional development focusing on updates in GHSA best practices, tools and evaluation strategies will be provided via in-country, regional, and/or on-line training. Specifically, technical training on GHSA-related policy issues may be required to reach full proficiency. Agency-specific training in approaches to program management, reporting, and evaluation may also be required. The position will need to be AOR/COR certified. At present, the position will serve as an activity manager on a number of large awards, and in the future, we anticipate that this staff would serve as an AOR when bilateral funding is available to the Mission for this work. Thus, while the current scope does not manage awards as an AOR, the future scope will have that level of responsibility.

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

**Level IV** (Fluency) Writing and Speaking in both **English** and **French** is required.

**e. Job Knowledge:**

Strong technical understanding required of the nature of infectious diseases, including emerging infectious diseases and/or zoonotic diseases. Strong knowledge required of the measures put in place to prevent, detect and rapidly respond to infectious disease threats. Excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset. Knowledge of USAID policies, procedures, and reporting requirements is desirable

**f. Skills and Abilities:**

- Excellent communication skills (verbal and written)
- Excellent interpersonal and teamwork skills in a diverse, multi-cultural environment involving multiple government agencies, implementing partners and other stakeholders whose productive collaboration is essential for program effectiveness
- Demonstrated ability to work effectively independently and in a team environment
- Demonstrated ability to effectively communicate highly technical information related to human health, animal health, and the environment to a variety of technical and non-technical audiences
- Demonstrated ability to understand the strategic purpose and goals of stakeholders involved in epidemics prevention and control; 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
- High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results
- Good computer skills in use of Microsoft Office software (i.e. Excel, Word, Power Point) for data analysis and reporting
- Excellent communication skills in written and spoken French (Level IV – fluency in speaking/reading/writing), including capacity to prepare well-written reports in French
- Good written and spoken English (Level III – general professional proficiency), including capacity to prepare basic written reports in English

## 16. POSITION ELEMENTS

**a. Supervision Received:**

The ID-PTA position, based at the U.S. Embassy in Abidjan, is within the Infectious Diseases Team in USAID/Côte d'Ivoire. Working under the direct supervision of the Infectious Diseases Team Lead, the ID-PTA collaborates with other members in the USAID/Côte d'Ivoire spanning technical areas such as health systems strengthening, strategic information, monitoring and evaluation, and quality improvement. In carrying out work-related duties and responsibilities, the incumbent is expected to function effectively with minimal supervision. Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

**b. Supervision Exercised:**

The ID-PTA does not directly supervise other USAID staff.

**c. Available Guidelines:**

The incumbent will be expected to acquire an understanding of and apply USAID policies and procedures that govern project activity management, in addition to relevant Department of State administrative operating procedures, policies and formats. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent must be proactive in keeping up-to-date on GOCI policies, laws, strategies, and standards, in addition to international best practices and GHSA guidance and technical considerations related to programming for emerging infectious diseases and other pandemic threats.

**d. Exercise of Judgment:**

In instances not clearly covered by written guidelines, the incumbent uses her/his own well-informed judgment to devise and recommend innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USG Côte d'Ivoire and other key stakeholders to resolve problems that arise during the course of work for which there is often no clear or immediate solution. Incumbent is expected to give feedback to senior-level USAID Health Office staff and partners for quality improvement of programs and activities in emerging infectious diseases and other pandemic threats.

**e. Authority to Make Commitments:**

The incumbent has no independent authority to commit funds on behalf of the U.S. Government. The position has authority and responsibility to make technical recommendations to agency and/or USAID managers.

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

Contacts are with mid-level political, administrative and technical representatives of the GOCI, implementing partner organizations, community-based organizations, community members and beneficiaries, donors, the U.S. Embassy, USAID/West Africa, and the GHSA team in Côte d'Ivoire.

Incumbent must provide consistent and credible representation of GHSA and USAID to all the above and to coordination bodies for technical, strategic, policy and programmatic issues within the scope of her/his duties.

**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.**