

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, Côte d'Ivoire</p>	2. Agency <p style="text-align: center;">CDC</p>	3a. Position Number <p style="text-align: center;">CDC940/35300110914</p>
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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) CDC940 , (Title) Biostatistics Tech Advisor (Series) 501 (Grade) 10

b. New Position Biostatistics Technical Advisor

c. Other (explain) New position

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Technical Advisor-Biostatistics, FSN-501	FSN-10		
b. Other				
c. Proposed by Initiating Office	Biostatistics Tech Advisor			

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Côte d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">CDC/PEPFAR</p>
b. Second Subdivision <p style="text-align: center;">Strategic Information Branch</p>	c. Third Subdivision <p style="text-align: center;">Monitoring and Evaluation Team</p>

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>_____ Typed Name and Signature of Employee Date (mm-dd-yyyy)</p>	<p>_____ Typed Name and Signature of Supervisor Date (mm-dd-yyyy)</p>

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.	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>_____ Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p>	<p>_____ Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)</p>

13. Basic Function Of Position
 To work as part of a multidisciplinary strategic information branch and provide expert technical assistance to PEPFAR team and partners to plan and implement data quality and information use strategies. As Biostatistician for PEPFAR, the incumbent provides a broad range of statistical support to program managers, physicians, epidemiologists, behavioural scientists and health service researchers working with projects led by and organizations supported by PEPFAR.

14. Major Duties and Responsibilities 100 % of Time

Under the supervision of the Deputy Strategic Information Branch Chief :

1. Provides technical support in all phases of PEPFAR program data collection (SIMS, EA, S/APR, etc), data quality and information use assurance; design of partner's data auditing instruments and partners monitoring and evaluation system assessment; manage planning the analysis of data and selecting appropriate statistical techniques for analysis; interpretation and dissemination; assessing the quality of data; and presenting the results of operational research studies. Other activities also include working with technical team to design research and evaluation protocols, on-site support to implementing partners, such as monitoring data collection systems and proposing solutions to improve data quality. Incumbent is responsible for determining that the appropriate statistical methodology is applied, underlying assumptions are addressed, and the results are interpreted and explained correctly. (See Addendum 1)

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15. Qualifications Required For Effective Performance

- a. Education
Master degree-level (or DEA, DESS or equivalent BAC+ 5 Minimum) in Biostatistics, Statistics or related field is required.
- b. Prior Work Experience
Three years of progressively responsible experience in health data analysis utilizing statistical techniques is required.
- c. Post Entry Training
On-going training in CDC and Embassy approaches to program design, implementation, and reporting as well as operational management, travel, fiscal processes, computer and other information technology skills training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
English Level III (Good working knowledge) Writing and Speaking and Level IV (Fluency) Writing and Speaking in French are required.
- e. Job Knowledge
 - 1. Roles and relationships between CDC/PEPFAR and all partners (Ministries of AIDS, Health, Solidarity, and Education, UN agencies (UNAIDS, UNPD, WHO, World Bank, etc)
 - 2 - The incumbent needs to have a good knowledge of the country's HIV epidemiology, demography, public health situation, national health system structure, political and cultural context and norms.
- f. Skills and Abilities
Demonstrated abilities in the collection, management and analysis of public health data. Must have strong oral and written skills, and ability to clearly communicate new program and technical concepts to technical and non-technical counterparts. Strong computer literacy and aptitude to rapidly acquire and apply additional skills. Ability to rapidly create text, spreadsheets and other types of documents to meet specific program and reporting needs.

16. Position Element

- a. Supervision Received
Supervised by the Strategic Information Branch Chief
- b. Supervision Exercised
None
- c. Available Guidelines
Office of the Global AIDS Coordinator (OGAC) and CDC policies, USG Cote d'Ivoire Five-Year Strategic Plan, and the National Monitoring and Evaluation Plan. The incumbent may have to rely on the technical literature and theory in statistics, mathematics or subject matter area, and on creativity and resourcefulness to arrive at technically defensible approaches.
- d. Exercise of Judgment
Incumbent must deal with a variety of statistical, mathematical, computational, and subject matter issues related to PEPFAR projects. Incumbent is recognized as a specialist by other researchers in the areas of study design, data analysis, use of appropriate statistical techniques and associated computing software, techniques in complex survey analysis and associated specialized software, and the assessment and interpretation of data, results, and methods. Incumbent keeps abreast of new developments and applications in the field of bio-statistics, mathematics, and computational techniques.
- e. Authority to Make Commitments
None
- f. Nature, Level, and Purpose of Contacts
Contacts will primarily be with individuals involved in PEPFAR collaborations, both technical and non-technical, primarily at mid-level. Incumbent engages in highly technical discussions with other technical and subject matter experts from other organizations, GOCI, as well as international institutions. Incumbent will also be asked to convey statistical information and concepts to non-technical audiences (mid to high-level) within the project itself, the GOCI and other PEPFAR implementing
- g. Time Expected to Reach Full Performance Level
Three months

Addendum 1

incumbent often works in a multi disciplinary team setting with researchers having a wide range of quantitative sophistication. Incumbent routinely has multiple projects underway simultaneously with competing project deadlines. 60%

2. Serves as recognized expert on advanced methods of statistical analysis during Program Evaluation. This expertise includes but is not limited to advanced programming and the utilization and analysis of complex multi-stage survey data. Incumbent is relied on to design or adapt creative statistical approaches which are implemented by other non-statistician staff within PEPFAR or its partners. Develops appropriate weighting of statistical tabulations of data from evaluations. Devises appropriate methods for summarizing, interpreting and presenting the results of statistical analyses of data compiled from projects. Devises appropriate methods for summarizing, interpreting and presenting the results of statistical analyses compiled from studies and projects. 25%

3. Participate to PEPFAR human resource capacity development by providing one-on-one, small group instruction and guidance to project staff as well as implementing partners to assure proper implementation and application of correct statistical techniques and methods, including state-of-the art and/or new emerging techniques and methods. Provides expert level consultation on statistical and programming problems. Keeps abreast of and evaluates the latest statistical software and its utility for PEPFAR applications. 15%