



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 15-006**



DATE: January 12, 2015

OPEN TO: All Interested Candidates

POSITION: **Program Management Specialist, (Cooperative Agreements) CDC, FSN-09; FP-05 (Full Performance Level)**

OPENING DATE: January 12, 2015

CLOSING DATE: January 26, 2015

WORK HOURS: Full time: 40 hours/week

SALARY

*Ordinarily Resident:
Position Grade: FSN-09/1 BDS\$86,510..00 p.a. (Starting Salary)

*Not-Ordinarily Resident:
Position Grade: FP-5/1 US\$43,378.00 p.a. (Starting Salary)

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bridgetown is seeking an individual for the position of a Program Management Specialist (Cooperative Agreements), in the Centers for Disease Control and Prevention (CDC), Caribbean Regional Office (CRO).

BASIC FUNCTION OF POSITION:

The incumbent reports to the Deputy Director for Management and Operations and provides support in coordinating, managing, and tracking CDC cooperative agreement financial and programmatic requirements. At the fully functional level, the position functions as a program management lead in monitoring and evaluating cooperative agreement recipient's (implementing partner's) progress towards implementing the goals and objectives of the award and provides support in

designing programs and systems for monitoring and reporting partner programmatic and financial progress. This position will focus on reporting requirements, budget implementation and execution and overall associated administrative management issues. The incumbent assists in following up with implementing partners to ensure timely submission of required financial and programmatic reports, collaborates with CDC-Caribbean Regional Office (CRO) colleagues on the Cooperative Agreement Management Team (CAMT) to assure effective overall management of assigned portfolio, maintains and updates budget tracking files and cooperative agreement files, including funding opportunity announcements (FOA's) applications, technical and budget reviews of the applications, awards, financial and programmatic reports, reprogramming requests and other supplemental documentation associated with the cooperative agreement process from initial award to close out of each cooperative agreement.

This position works closely with the Financial Specialist and the Cooperative Agreement Management Specialist (CAMS) to ensure adequate provision of financial oversight, monitoring and regulatory compliance to all CDC-CRO PEPFAR implementing partners. The incumbent works closely with the CAMS to analyze implementing partners budgets for feasibility. Verifies quarterly pipeline analysis of expenditures or available funds and makes recommendations to the Director and Deputy Director if significant deficits or surpluses are determined. The incumbent will respond to CDC Headquarters and the Office of Global AIDS Coordinator (OGAC) requests on or before deadline.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Human Resources Office, Telephone number 227-4342/227-4014).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Baccalaureate Diploma/ Degree in Accounting, Finance, Public Administration, Business Administration or Management, is required
2. A minimum of three years of mid-level public health experience in progressively responsible grants management experience or a health-related international development organization. Or the candidate must possess at least three years' experience working in the field of project management preferably in the area of HIV/AIDS or public health. Or the incumbent must possess at least three years' experience in accounting or finance work of non-profit organizations.

3. Level IV English (fluency in writing, reading and speaking) is required.
4. The qualified applicant will be expected to acquire the necessary technical training and skills required to perform the duties and responsibilities of the position. Post entry training will be focused primarily on PEPFAR and USG agency policies, procedures and regulations that govern specific activity management, including agency-sponsored courses related to administration and reporting requirements associated with cooperative agreements, U.S. Government budget monitoring and program assessment/evaluation and procurement systems. Necessary post entry training will be provided on-site or at regional or Atlanta based facilities.
5. Must have knowledge and understanding of the principles of program management and development and a thorough knowledge of the theory, principles, policies, implementation, and evaluation of USG supported HIV/AIDS programs. The selected candidate must have knowledge of the concepts used to deliver HIV/AIDS programs and, a good understanding of the structure and functions of CDC- CRO, including knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR). The candidate must also have a working knowledge of U.S. Government policies, guidelines and procedures for administration and financial management of cooperative agreements including basic principles of tracking budgets as well as an understanding of administrative and financial issues commonly encountered with the management of cooperative agreements. The incumbent must also have a broad knowledge of the Ministry of Health (MOH) operational environment.
6. The incumbent is required to have computer keyboarding skills (both speed and accuracy) and the ability to use office software packages, including word processing and spread sheets. Budget tracking will require standard numerical skills. The successful candidate will also have demonstrated ability to identify priority actions, generate and complete work plans within short time frames. The ability to establish effective diplomatic working relationships with individuals and official representatives of public health organizations, particularly those representing MOH and other international partners, is required. The incumbent must have strong oral and written skills, and ability to clearly communicate and negotiate new project management concepts and achieve results with a wide range of program partners to technical and non-technical counterparts.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

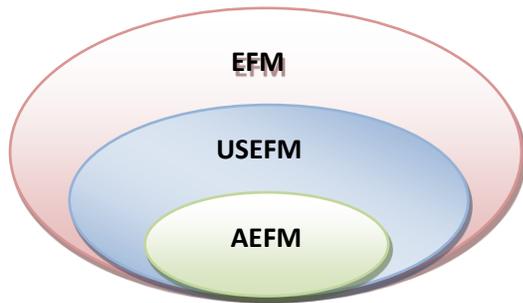
BridgetownHR@state.gov

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
January 26, 2015**

The US Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- *Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.*
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident
(Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle,
Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Drafted: CRivera, HR
Cleared: JHines, Dpty Dir, CDC
LFenton, RHRO
MHunte, HR
Approved: RHamilton, MC

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST U.S. Embassy, Bridgetown	2. AGENCY HHS/CDC Caribbean Regional Office	3a. POSITION NO. CDC-007
--	---	------------------------------------

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. Reclassification of duties: This position replaces

Position No. _____ (Title) _____ (Series) _____ (Grade)

- b. New Position
- c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yy)</i>
a. Post Classification Authority	Program Management Specialist (Cooperative Agreements)- FSN-0540	FSN-9		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
--	----------------------------

8. OFFICE/SECTION Department of Health and Human Services US Centers for Disease Control and Prevention (CDC) Caribbean Regional Office (CRO)	b. Second Subdivision
a. First Subdivision Cooperative Agreement Management Team	c. Third Subdivision

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.
<div style="border-top: 1px solid black; margin-top: 10px; display: flex; justify-content: space-between;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	<div style="border-top: 1px solid black; margin-top: 10px; display: flex; justify-content: space-between;"> Typed Name and Signature of Supervisor Date(mm-dd-yy) </div>

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.
---	---

Typed Name and Signature of Section Chief or Agency Head

Date(mm-dd-yy)

Typed Name and Signature of Admin or Human Resources

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent reports to the Deputy Director for Management and Operations and provides support in coordinating, managing, and tracking CDC cooperative agreement financial and programmatic requirements. At the fully functional level, the position functions as a program management lead in monitoring and evaluating cooperative agreement recipient's (implementing partner's) progress towards implementing the goals and objectives of the award and provides support in designing programs and systems for monitoring and reporting partner programmatic and financial progress. This position will focus on reporting requirements, budget implementation and execution and overall associated administrative management issues. The incumbent assists in following up with implementing partners to ensure timely submission of required financial and programmatic reports, collaborates with CDC-Caribbean Regional Office (CRO) colleagues on the Cooperative Agreement Management Team (CAMT) to assure effective overall management of assigned portfolio, maintains and updates budget tracking files and cooperative agreement files, including funding opportunity announcements (FOA's), applications, technical and budget reviews of the applications, awards, financial and programmatic reports, reprogramming requests and other supplemental documentation associated with the cooperative agreement process from initial award to close out of each cooperative agreement.

This position works closely with the Financial Specialist and the Cooperative Agreement Management Specialist (CAMS) to ensure adequate provision of financial oversight, monitoring and regulatory compliance to all CDC-CRO PEPFAR implementing partners. The incumbent works closely with the CAMS to analyze implementing partners budgets for feasibility. Verifies quarterly pipeline analysis of expenditures or available funds and makes recommendations to the Director and Deputy Director if significant deficits or surpluses are determined. The incumbent will respond to CDC Headquarters and the Office of Global AIDS Coordinator (OGAC) requests on or before deadline.

14. MAJOR DUTIES AND RESPONSIBILITIES

Project Management Support

65%

As a member of the Cooperative Agreement Management Team (CAMT), under direction of the Deputy Director coordinates with Cooperative Agreement Management Specialist (CAMS) and/ or other technical staff responsible for oversight of cooperative agreement projects to provide leadership and serve as liaison to develop effective working relationships among PEPFAR-funded partners (including governmental, local and international NGOs and/or public sector partners) and CDC-CRO to facilitate optimal coordination, performance, and management of cooperative agreement and related contract administrative activities, including the monitoring of progress and use of expenditures for compliance with the approved application and USG fiscal requirements, as follows:

-Prepares or assists in the development of cooperative agreement funding opportunity announcements (FOA) or contract requests; where appropriate (e.g. for cooperative agreements to sole source recipients), assists Ministries and or other relevant partners in the interpretation of the FOA and the development of the funding request, assists with formulation and implementation of memoranda of agreement, and prepares technical reviews of applications as requested by PGO or PBEMB.

-Monitors cooperative agreement cycles and coordinates timely action and response. Establishes and maintains systems to ensure timely notification of appropriate CDC-CRO and implementing partner staff of deadlines for FOA's, filing applications in response to the FOA, continuation requests and required programmatic and financial reports.

-Assists the CAMS or other technical staff in the development of program goals and objectives and works with senior implementing partner staff to assure that objectives are achieved and /or appropriate remedial activities are instituted.

-Develops, refines or maintains tracking systems and follows up on missed deadlines by implementing partners within portfolio for

required programmatic and financial reports. Reviews reports from implementing partners for adherence to basic content and format requirements and calls to the attention of the CAMS/supervisor and/or appropriate technical or management staff any issues requiring their attention.

-Assists implementing partners in developing appropriate systems and processes required to monitor objectives and indicators for funded HIV/AIDS activities.

-Calls to the attention of the CDC-CRO CAMS and Project Officer or supervisor any problems/issues related to the administration or management of cooperative agreements which occur repeatedly among implementing partners within portfolio and assists in scheduling meetings to resolve these issues.

-Assists in the coordination of the cooperative agreement review process. Coordinates the distribution of applications to technical reviewers, follows up to ensure timely responses from the technical reviewers, sets up meetings of objective review panels and coordinates support for any pre-award workshops for potential recipients.

-Assists with submission and technical review of periodic and/or annual work plans and budgets, submission and review of periodic/required reports, and compliance with USG requirements for cooperative agreements, related contracts and/or other funding mechanisms (e.g. HHS Payment Management System) by implementing partners within assigned portfolio.

-Receives routine inquiries on cooperative agreement issues from implementing partners, responding either directly based upon knowledge and previously issued guidance or triaging inquiries for appropriate response and action to the relevant CDC CRO CAMS member or Project Officer as necessary.

-Assists in setting up and maintaining tracking systems for required programmatic and financial reports from funded partners and updates cooperative agreement files for CDC-CRO (electronic and hard-copy systems), including documentation from the initiation of the funding process through the close out of the award for each cooperative agreement. Documentation includes the original FOA, application, technical reviews, awards, site visit reports and recommendations, correspondence, supplemental and continuation requests, reprogramming requests and required programmatic and financial reports for each implementing partner by budget year.

Program Operations Support

30%

Provides assistance and support supervisor and other CDC-CRO non-technical staff for the development, implementation, integration and mainstreaming of cooperative agreement operations activities across program areas, including:

-Assisting in the development the CDC-CRO portion of the PEPFAR non-operating budget within the Regional Operational Plan (ROP), to include assisting supervisor and technical program staff in ensuring that figures in the ROP database are accurate, and that the allocations are properly assigned to the appropriate implementing partner, program activity and funding pipeline.

- Participates in the development of and conduct formal training sessions for CDC implementing partners within assigned cooperative agreement portfolio on program development and administrative issues.

-Responds to requests from technical leads, PGO, PBEMB, OGAC, multilateral organizations, health care organizations and medical professionals for information and technical assistance on HIV/AIDS activities or refer to appropriate organization.

-Coordinates preparation and submission of periodic program and financial reports by recipients. In collaboration with the Cooperative Agreement Management Specialist and Sr. Financial Specialist, coordinates reviews of recipients' audited financial statements for accuracy and compliance with CDC financial management and HHS Payment Management System (PMS) requirements and project agreements.

-Serves as liaison with the CDC-CRO technical advisors, US Embassy, CDC Headquarters (PGO, PBEMB), OGAC and other

agencies and participates as CDC's representative on various interagency planning committees and subcommittees as may be assigned.

Other duties as assigned

5%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Baccalaureate Diploma/ Degree in Accounting, Finance, Public Administration, Business Administration or Management, is required.

b. Prior Work Experience:

A minimum of three years of mid-level public health experience in progressively responsible grants management experience or a health-related international development organization. Or the candidate must possess at least three years' experience working in the field of project management preferably in the area of HIV/AIDS or public health. Or the incumbent must possess at least three years' experience in accounting or finance work of non-profit organizations.

c. Post Entry Training:

Post entry training will be focused primarily on PEPFAR and USG agency policies, procedures and regulations that govern specific activity management, including agency-sponsored courses related to administration and reporting requirements associated with cooperative agreements, USG budget monitoring and program assessment/evaluation and procurement systems. Necessary post entry training will be provided on-site or at Regional or Atlanta based facilities.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level and specialization: Level IV English (fluency in writing, reading and speaking) is required.

e. Job Knowledge:

Must have knowledge and understanding of the principles of program management and development and a thorough knowledge of the theory, principles, policies, implementation, and evaluation of USG supported HIV/AIDS programs. The selected candidate must have knowledge of the concepts used to deliver HIV/AIDS programs and, a good understanding of the structure and functions of CDC- CRO, including knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR). The candidate must also have a working knowledge of USG policies, guidelines and procedures for administration and financial management of cooperative agreements including basic principles of tracking budgets as well as an understanding of administrative and financial issues commonly encountered with the management of cooperative agreements. The incumbent must also have a broad knowledge of the MOH operational environment.

f. Skills, and Abilities

The incumbent is required to have computer keyboarding skills (both speed and accuracy) and the ability to use office software packages, including word processing and spread sheets. Budget tracking will require standard numerical skills. The successful candidate will also have demonstrated ability to identify priority actions, generate and complete work plans within short time frames. The ability to establish effective diplomatic working relationships with individuals and official representatives of public health organizations, particularly those representing Ministries of Health and other international partners, is required. The incumbent must have strong oral and written skills, and ability to clearly communicate and negotiate new project management concepts and achieve

results with a wide range of program partners to technical and non-technical counterparts.

16. POSITION ELEMENTS

a. Supervision Received:

Assignment of tasks, direction and review of activities and progress will be provided by the Deputy Director for Management and Operations who establishes broad program outcome strategies and goals. At the full performance level the incumbent will work within a broad framework and with a minimum of 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, required written reports and oral progress reports.

b. Supervision Exercised:

This position does not have direct supervisory responsibilities; however, the employee will be expected to provide non-technical operations and administrative project management support and coordination for all cooperative agreements and grants within assigned portfolio. In this capacity will work with Cooperative Agreement Management Team members as the principal non-technical advisor for the direction and implementation of the administrative and operational portions of CDC-CRO cooperative agreements.

c. Available Guidelines:

Guidelines include written PEPFAR, HHS/CDC and other CDC policies and guidelines for management of cooperative agreements and technical literature related to incumbent's area of expertise, CDC and USG financial directives, regulations and policies, PEPFAR strategic objectives and operating provisions and the Regional Operational Plan (ROP). Frequently, the incumbent will apply these guidelines independently as circumstances may dictate.

d. Exercise of Judgment:

At the full operational level, the incumbent is allowed flexibility in making operational decisions and recommendations, to solve problems and direct program activities regarding non-technical operational and administrative project management. Incumbent exercises a significant degree of judgment in deciding the best means to implement PEPFAR, OGAC and CDC policies. Under the direction of the Deputy Director, the incumbent has the authority to counsel and guide cooperative agreement recipients (implementing partners), Ministries of Health, other relevant Ministry partners' responsible officials in the setting of priorities necessary to make substantive changes in thinking related to the delivery of non-technical project management services.

e. Authority to Make Commitments:

The individual in this position has no signatory authority to commit USG funds, but will make recommendations on funding applications for financial assistance from the USG based on technical merit and quality of the proposals and appropriateness of budget requests. The incumbent has the discretion to plan and adjust not only own work, but also the work of others related to the delivery of quality program management services for those projects to which he/she is assigned. Incumbent must negotiate with MOHs, other relevant implementing partners to obtain collaboration for shared activities and the development of systems for their measurement

f. Nature, Level, and Purpose of Contacts:

Contacts are with a wide variety of people at many different levels (professional and political), both inside and outside of PEPFAR and CDC-CRO (e.g., Ministries of Health and other relevant government Ministries partners). The purpose of these contacts is to stimulate and support effective HIV/AIDS programs, develop collaborations, provide consultations and build program capacity for recipients of PEPFAR funds. The incumbent must provide consistent and credible representation of PEPFAR to USG colleagues, donors, and other partners and coordination bodies for non-technical operational and project management issues. Will have frequent

contacts with both mid- senior level government officials and other partners to define and/or reorient strategies, discuss changing project management needs, and translate policy into program action.

g. Time Expected to Reach Full Performance Level:

The incumbent should have at least two years to adequately perform the full range of duties expected of the position.