U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Gaborone, Botswana	**Centers for Disease Control (CDC)**	

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 No. _____ _____ **(Title),** _____ **(Series)** _____ **(Grade)**

☐ **b. New Position**

☒ **c. Other (explain)** revised PD to change supervisor and provide additional details on responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yyyy)*
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office	**Clinical Trials Research Interviewer FSN-210**	**6**		

6. POST TITLE OF POSITION (If different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION **Centers for Disease Control**	**a. First Subdivision** **HIV Prevention Research (HPR), Gaborone**
b. Second Subdivision	**c. Third Subdivision**

9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of Employee — Date *(mm-dd-yyyy)*	Typed Name and Signature of Supervisor — Date *(mm-dd-yyyy)*
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-yyyy)*	Typed Name and Signature of Admin or Human Resources Officer — Date *(mm-dd-yyyy)*

13. BASIC FUNCTION OF POSITION

Serves as a research interviewer in FDA-compliant clinical trials and other research: including education of persons considering enrolling in studies, administration of individual and group research interviews, and translation of clinical trial materials and responses between Setswana and English when indicated.

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

Major Duties and Responsibilities 100% of Time.

Clinical Trials Research Interviewer

Duties and Responsibilities

Task	**% time**
1. Education of potential participants about trials	**30%**

- Describes trial purposes and procedures; answers questions.
- Conducts informed consent procedures for screening and trials.
- Administers multimedia presentation to educate potential participants about the clinical trial.

2. Collection of sociobehavioral data	**50%**

- Conducts individual sociobehavioral interviews to establish that clinical trial eligibility criteria are met.
- Conducts follow up of individual sociobehavioral interviews to assess sexual and condom use behaviors, trial medication adherence, and specialized assessments (e.g., stigma beliefs, attitudes about the trial).
- Uses digital camera to take photos for participant identification.
- Oversees Audio Computer Assisted Self Interview (ACASI) process for participants including formatting the computer system for each participant, performing tutorials, and recording the entered data.

3. Documentation of trial participant data	**10%**

- Accurate and timely completion of trial data collection forms
- Translates participant Setswana responses into English. Interprets (where required) and translates trial participant responses from Setswana to English.
- Reviews data collection forms for completeness and legibility
- Reports errors identified on Consent forms and Interview Case Report Forms.
- Timely response to data queries

4. Translation of materials for HPR studies	**10%**

- Allocates and supervises translation tasks on rotational basis.
- Translates trial forms including case report forms (CRF's), consent forms and other documents as needed for HPR studies from English to Setswana.
- Translates educational material for HPR Studies from English to Setswana..
- Performs back-translation of CRF's, trial forms and educational material into English (i.e Setswana to English).
- Compares the original and back-translated English texts, resolves differences, and revises Setswana versions of CRF's, trial forms and educational material as needed.
- Reviews and approves final translated versions of translated CRF's, trial forms, and educational material for quality assurance.

5. Other duties as assigned by the Supervisor or the Associate Director for HIV Prevention Research.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A Bachelor's degree or equivalent in behavioral science or health science (e.g., social work, psychology, public health, epidemiology, biology or related field) is required.

b. Prior Work Experience:

2 years relevant experience is required.

c. Post Entry Training:

Post-employment, the incumbent must complete Good Clinical Practice (GCP) training on an annual basis.

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

English (level 4) and Setswana (Level 4) is required. The Research Interviewer must be able to translate a wide variety of clinical trial documents from English to Setswana.

d. Job Knowledges:

Knowledgeable about HIV/AIDS.

e. Skills and Abilities:

Good listening and oral communication skills. Comfortable discussing very sensitive issues with both male and female clients. Extreme attention to detail in recordkeeping. Skill in using basic computer software (e.g., spreadsheets, data bases, word processing)

16. POSITION ELEMENTS :

a. Supervision Received:

Direct supervision from the Senior Counselor. Secondary supervision from the Clinical Trial Protocol Operations Manager. Incumbent will perform research interviewing work independently with supervision primarily goal and problem-oriented.

b. Supervision Excercised:

N/A

c. Available Guidelines:

Clinical trials and other research protocols (including protocol-specific standard operating procedures). U.S. FDA Good Clinical Practice (GCP) guidelines, U.S. Embassy administrative guidelines.

d. Exercise of Judgement:

Responsible for collecting and maintaining confidential information about participants. Determining whether participants meet eligibility criteria for enrollment.

e. Authority to Make Commitments:

None

f. Nature, Level, and Purpose of Contacts:

Consults with other clinical trial staff: Trial Protocol Operations Manager, other trial interviewers, trial counselors.

g. Time Expected to Reach Full Performance Level:

2 months.