

identifying technical, personnel, logistical, and financial problems and makes or recommends revisions as necessary to overcome obstacles and constraints to progress. The incumbent represents CDC Botswana on HIV care, support and treatment issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Identifies training needs and participates in the development and implementation of training courses for partner organizations.

14. MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)

I. Program Management (70%)

As an expert and advisor in HIV care, support and treatment and health service research issues, incumbent takes an active role in developing specific program goals and objectives for HIV initiatives. Prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with overall program objectives in support of the USG mission in Botswana.

The incumbent works closely with senior and mid-level Botswana Ministry of Health (MOH), Global Fund partners, international organizations and non-governmental organizations to influence other collaborative organizations engaged in HIV/AIDS treatment programs to adopt appropriate strategies for their program activities.

Incumbent provides technical direction and evaluation of grants, contracts and/or cooperative agreement proposals for HIV care, support and treatment programs. Incumbent works with the CDC Procurement and Grants Office (PGO), as well as partner representatives, to ensure the most current care, support and treatment strategies and protocols are included in the signed grant, contract or cooperative agreement.

Incumbent provides technical advice and direction to grantees, program collaborators and contractors on management and implementation of grants, contracts and/or cooperative agreements. This ensures consistency with PEPFAR policies and guidance. Participates with partners in the development of work plans for implementation of activities following grants/contracts/cooperative agreement awards.

Working closely with senior- and mid-level MOH staff, implementing partners, and the PEPFAR country Strategic Information (SI) advisor, incumbent is required to follow closely all programs under assigned purview to assure the specific objectives are achieved and/or appropriate remedial activities are instituted. In liaison with the SI unit, incumbent develops program evaluation strategies, methodologies and indicators for monitoring HIV/AIDS care, support and treatment programs in accordance with standard guidelines and protocols. Position ensures that appropriate data management systems to monitor health objectives and indicators for HIV/AIDS care, support and treatment programs are in place and takes responsibility for the management of these systems within the Care and Treatment Team. Provides advice and recommendations to supervisor in interpreting data on health objectives and indicators related to HIV/AIDS care, support and treatment.

Incumbent monitors activities and collaborates with each partner organization on a regular basis to ensure program results are achieved and that all HIV care, support and treatment programmatic activities and study protocols meet human subject requirements and pass through ethical review with the appropriate agency authority. This involves regular site visits and meetings with representatives of each organization to review progress. Draws attention to inadequate medical facilities and/or staffing.

Incumbent leads site assessments of PEPFAR-supported HIV care, support and treatment programs carried out by implementing partners of the USG. Prepares regular and frequent oral and written reports to the chief of party/country director, inter-agency PEPFAR committees and other interested parties on the progress of PEPFAR HIV care, support and treatment program activities.

Incumbent provides updated technical information to partners as it becomes available. Designs practical training courses for various target audiences on how to implement, monitor and evaluate HIV/AIDS care, support and treatment programs, uses monitoring and evaluation (M&E) data and reports progress to key stakeholders. Identifies training needs and participates in the development and implementation of training courses for partner organizations.

Responds to requests from NGOs, health care organizations and medical professionals for information and technical

assistance on treatment strategies for people living with HIV/AIDS (PLWHA) programs.

The incumbent serves as the designated Activity Manager for multiple cooperative agreements. In this capacity, the incumbent plays a major technical role in development of the Funding Opportunity Announcement (FOA), review of applications, supplemental awards, and requests for extensions. Liaises with PGO and technical specialists at post and in the U.S. on technical reviews and funding awards for multiple cooperative agreements and contracts, estimated at \$9 million per year as of 2012. Once the cooperative agreements and contracts are in place, oversees the performance of cooperating partners and contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

II. Administrative Management (15%)

Incumbent is responsible for providing oversight and monitoring the budgets allocated to HIV care, support and treatment cooperative agreement implementing partners within the incumbent's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews and budget status reports, following up on irregular findings, and providing advice for realignments and/or redirection of budgets.

Incumbent maintains files and records in the HIV care, support and treatment data collection and reporting process specific to the activities and programs for which the incumbent is responsible. Incumbent is responsible for data integrity and security of information in the reporting databases. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically and entered into the reference system.

Incumbent prepares regular and ad hoc progress reports on PEPFAR partner activities related to HIV care, support and treatment projects and activities. Readers of these reports include agency and post management, other agency PEPFAR officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually.

Prepares and presents briefings for Congressional and Executive delegations, VIP visitors; participates in making arrangements for visits and serves as spokesman as required. Serves as control officer for site visits for agency and inter-agency PEPFAR senior-level officials.

III. Interagency Coordination (15%)

As a regional and international expert on matters pertaining to HIV/AIDS care, support and treatment, incumbent represents CDC Botswana at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials and PEPFAR country team on the results of such meetings and prepares written reports for submission to other interested parties.

Incumbent represents the agency in discussing and developing financial commitment targets for HIV care, support and treatment programs at administrative and strategic planning meetings. This includes all USG PEPFAR implementing agencies (Departments of State, Defense and Health and Human Services (including Centers for Disease Control and Prevention (CDC) and Health Services and Resource Administration (HRSA), and USAID).

Incumbent serves as chair or rotating chair on inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency care, support and treatment activities in Botswana. Incumbent serves on intra- and inter-branch and agency PEPFAR working groups and projects, frequently taking the project lead role.

Incumbent represents the Care and Treatment and PEPFAR teams on national committees for HIV/AIDS issues related to care, support and treatment. The purpose of such committees is to assess program needs and issues at the local level and communicate these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for HIV care, support and treatment on a national level. Based on information received in the national committees, incumbent may recommend revisions to the Care and Treatment Team and PEPFAR policies and guidelines for HIV treatment.

Serves as the primary liaison between the in-country technical working group (TWG) on HIV care, support and treatment

issues and the headquarters-based TWGs. Provides technical expertise and guidance to headquarters and other country teams.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Graduation from a recognized institution with a medical degree followed by an internship leading to registration as a licensed medical practitioner in Botswana is required. Residency training is an advantage as is a degree in public health.

b. Prior Work Experience

A minimum of 3 years of work experience in public health, hospital or clinic based practice with experience in planning, developing, implementing and evaluating HIV programs is required.

c. Post Entry Training

Ongoing professional certification seminars focusing on changing clinical treatment protocols. Ongoing training in approaches to program design, implementation and reporting. Attendance at conferences and workshops dealing with the HIV pandemic. Specific CDC-sponsored post entry courses required include: Project Officers Training – one week; Appropriations Law – one week, Scientific Ethics Training – one day; IT Security Training – one day.

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

Level IV English (fluency speaking, writing and reading) is required. Setswana language ability is an advantage.

e. Knowledge

Comprehensive knowledge and experience in HIV/AIDS care, support and treatment is required. Thorough public health knowledge of current HIV/AIDS issues is required. Comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Good working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of care, support and treatment programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required. Good working knowledge of statistics and data analysis is required.

f. Skills and Abilities

Strong oral and written communications skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS care, support and treatment programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required.

16. POSITION ELEMENTS

a. Supervision Received

Assignment of tasks, direction, and review of activities and progress will be provided by the Care and Treatment Team Leader, CDC Botswana. However, as an expert in the field of HIV/AIDS care, support and treatment the incumbent will be expected to function with minimal supervision. Completion of tasks and assignments will be reviewed regularly through results achieved, required written reports and oral

progress reports.

b. Available Guidelines

International public health care and ethical standards, Agency and USG directives, regulations and policies. CDC Botswana and MOH rules, regulations, and policies issued both in writing and orally. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP). Frequently, the incumbent will apply these guidelines independently as circumstances may dictate.

c. Exercise of Judgment

Incumbent will be expected to make independent, sound judgments on the quality and effectiveness of HIV/AIDS care, support and treatment programs and to develop effective strategies for eliciting cooperation and commitment on program implementation and evaluation activities from the MOH, NGOs, other implementing partners and senior level staff of other agencies that are involved in providing HIV/AIDS related services and activities. Incumbent works with minimum supervision and must exercise wide and independent judgment in interpreting and enforcing guidance and regulations. Must be able to analyze very complex, sensitive issues and make recommendations to senior management.

d. Authority to Make Commitments

As the Activity Manager for multiple cooperative agreements, the position will have authority and responsibility as delegated by the signed cooperative agreements to carry out agency cooperative agreement support commitments. The position has no authority to make financial commitments.

e. Nature, Level and Purpose of Contacts

Frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV/ADS programs to coordinate and standardize care, support and treatment programs that achieve results specified in PEPFAR strategic objectives. External contacts are with senior medical personnel and program managers in the MOH, participating cooperative agreement partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS care, support and treatment programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors and other public health professionals for purposes of technical assistance, program evaluation and training.

f. Supervision Exercised

The incumbent supervises the Palliative Care Nurse. The employee will be expected to give direction and guidance to team members of technical assistance consultancies to PEPFAR NGO's. The position has a results-oriented working relationship with partners, contractors, and/or host country employees.

g. Time Required to Perform Full Range of Duties after Entry into the Position

The incumbent will have one year to adequately perform the full range of duties expected of the position.