

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST US Embassy Kampala	2. AGENCY Centers for Disease Control and Prevention	3a. POSITION NO. TBD
--	--	------------------------------------

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	Public Health Specialist (Key Populations), FSN-550	10		
b. Other				
c. Proposed by Initiating Office	Public Health Specialist (Key Populations), FSN-550			

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

8. OFFICE/SECTION Centers for Disease Control & Prevention	a. First Subdivision Program
--	---------------------------------

b. Second Subdivision Prevention	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.
--	---

_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
---	---

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 the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
---	--

_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
--	--

13. BASIC FUNCTION OF POSITION

Under the supervision of the Biomedical and Behavioral Team Lead in the Prevention Branch, incumbent serves as the Key Populations Specialist, organizing, implementing, coordinating, and supervising HIV/AIDS activities of various programs addressing at-risk populations (, drug users, sex workers, MSM, fisher folks, etc.) conducted by CDC in collaboration with the Ministry of Health, Uganda AIDS Commission, implementing organizations, non-governmental organizations, universities, and/or private industry. Incumbent provides implementation guidance and technical support to implementing partner staff members, including doctors, nurses, clinical officers, program managers, HIV Prevention Coordinators, ,district-level health officials, health centers, etc., funded through cooperative agreements to implement HIV AIDS continuum of response. Incumbent must have a thorough knowledge of prevention science, combination prevention interventions (evidence-based interventions) for special populations and the ability to adapt and select methodologies/interventions to ensure that program objectives are met.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

Program Management

(80%)

Under the supervision of the Biomedical and Behavior Team Lead, incumbent has primary responsibility for the design, development and implementation of a national prevention strategy and action plan for Key Population (Most AT-Risk Populations). Serves as an HIV/AIDS subject matter expert in the area of prevention and related services for Most-At-Risk-Populations (MARP). Leads PEPFAR CDC in implementing programs to deliver effective HIV prevention services and strategies to most at risk populations. Provides technical and programmatic advice on the implementation of HIV/AIDS prevention programs involving the key populations as defined in the National Prevention Strategy (sex workers, clients of sex workers, uniformed services and men who have sex with men). Collaborates, as needed, with other technical staff in the Prevention Branch on the design and implementation of these strategies, including ensuring high quality interventions, processes, and outcome evaluation. Plans, oversees and coordinates with Ministry of Health (MOH) and Uganda AIDS Commission and other PEPFAR partners implementing HIV/AIDS prevention activities for key populations.

Working under the leadership of the Ministry of Health and Uganda AIDS Commission, job holder provides advice on appropriate technical implementation strategies and collaborates on design and implementation strategies based on the latest theories and research findings in the areas of prevention for key populations. Plans, oversees and coordinates various projects and activities of cooperative agreements with Ministry of Health and the Uganda AIDS Commission and implementing partners for activities in support of HIV prevention and care; incumbent is responsible for the development, modifications and/or adaptation of HIV prevention strategies implemented under cooperative agreements/grants/contracts. Ensures that implementation plans meet approved technical and contractual guidelines. Designs and updates various instruments for data collection to monitor and evaluate progress of the HIV prevention activities as necessary. Ensures that implementation, monitoring and evaluations, and reporting are carried out in a timely manner. Provides guidance on the development of relationships leading to increase collaboration among implementing partners.

Maintains knowledge of the appropriate roles of prevention activities in a comprehensive HIV/AIDS response (opportunities to strengthen or leverage national, regional, local systems for HIV/AIDS prevention education, VCT, care referral).

Oversees and conducts site visits to urban and rural sites to ensure appropriate technical assistance in program implementation; monitors progress and evaluates performance, reviews and analyzes results, and recommends changes in implementation as appropriate. Maintains knowledge of current literature, evidence based interventions, research, policies and programmatic experiences both domestically and internationally in order to recommend appropriate approaches and best practices for these populations.

Administrative Management

(20%)

Job holder prepares all required reports related to Key Population activities, including periodic progress reports, and donor reports, as appropriate. Organizes annual project reviews with implementing partner organizations;

maintains files and records in the prevention data collection specific to the activities/programs for which incumbent is responsible. 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.

Prepares and presents briefings for visitors, and participates in making arrangements for visits. In coordination with the supervisor, controls site visits or segments of site visits for agency and inter-agency PEPFAR senior-level officials.

Job holder participates in agency and inter-agency technical working groups, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Job holder will focus on non-duplication of services provided by USG agencies, cooperative partners and contractors and will share strategies to influence other organizations engaged in HIV/AIDS prevention for Key Population programs to adopt a collaborative approach to program activities. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

15. QUALIFICATIONS

A. Education: Master's degree in public health, nursing, health policy, public administration or social sciences is required

B. Prior Work Experience: Three years of mid-to senior level public health experience in developing, implementing and evaluating public health or development assistance programs that involve coordination with an international agency or implementing partner is required.

C. Post Entry Training: Required ongoing post-hire training includes professional seminars focusing on maintaining professional competency and expanding knowledge of care and support protocols, program evaluation, PEPFAR and agency-specific training in approaches to program design, implementation and reporting and agency-specific leadership development

D. Language Proficiency (level and specialization): Level IV (fluency – speaking/reading/writing) in English is required.

E. Job Knowledge: In-depth knowledge of HIV/AIDS prevention services, counseling and interventions, behaviour change, testing, and treatment is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. In-depth specialist knowledge of USG public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of prevention programs for MARPS is required.

F. Skills and Abilities: Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. Intermediate user level of word processing, spreadsheets and proprietary databases is required. Numerical skills for data analysis are required. Keyboarding skills that include speed and accuracy are required

16. POSITION ELEMENTS

A. Supervision Received: : Incumbent is supervised by the Prevention Biomedical and Behavior Team Lead

B. Supervision Exercised: None

C. Available Guidelines: Generally accepted international medical and ethical standards for prevention initiatives. . PEPFAR guidelines and procedures from the Office of the Global AIDS Coordinator, the Country Operational Plan (COP), U.S. Government (including agency and PEPFAR) and Ministry of Health rules, regulations, and policies as appropriate.

D. Exercise of Judgment: Required to make independent and professional judgments on the quality and effectiveness of assigned activities for MARPS prevention programs. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of programs and communities for which responsible.

E. Authority to Make Commitments: Position has no authority to make financial commitments; however, in the course of program management responsibilities position has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

F. Nature, Level and Purpose of Contacts: Regular internal lower- and mid-level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV/AIDS other prevention programs to coordinate MARPS programs that achieve results specified in PEPFAR strategic objectives. External contacts are with mid-to-senior program managers in the MOH, participating partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of MARPS prevention programs. Contacts also include professional program and clinical staff including physicians, nurses, counselors, and educators.

G. Time Expected to Reach Full Performance Level: One year.