

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> US Embassy Kampala	<b>2. AGENCY</b> Centers for Disease Control & Prevention	<b>3a. POSITION NO.</b>
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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. 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 (mm-dd-yy)
a. Post Classification Authority		11		
b. Other				
c. Proposed by Initiating Office	Public Health Specialist (Senior Human Resources for Health Advisor)			

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> Centers for Disease Control & Prevention	a. First Subdivision Program
b. Second Subdivision Health Systems Strengthening	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
<p>_____</p> <p style="text-align: center;">Typed Name and Signature of Employee      Date(mm-dd-yy)</p>	<p>_____</p> <p style="text-align: center;">Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)</p>

<b>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.</b>	<b>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.</b>
<p>_____</p> <p style="text-align: center;">Typed Name and Signature of American Supervisor      Date(mm-dd-yy)</p>	<p>_____</p> <p style="text-align: center;">Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)</p>

**13. BASIC FUNCTION OF POSITION**

Job holder is the senior technical advisor, policy analyst, and focal point for human resources for health (HRH), working with the host government and other in-country HIV/AIDS partners to achieve an AIDS-free generation. Job holder supports and provides clear strategic guidance on HRH reform and modernization of the health systems in Uganda. The job holder demonstrates an understanding of the policy environment and Government of Uganda priorities, constraints, strengths and opportunities as related to HRH, while ensuring that CDC HRH initiatives are aligned, accordingly. Job holder applies public health technical leadership, results-oriented analysis, community-based services knowledge and experience to support programs that achieve higher levels of quality, efficiency and health service availability for communities and a higher quality of life for a population affected by HIV/AIDS in Uganda. Job holder initiates, plans, coordinates, implements and evaluates programs designed to increase the number and quality of clinicians, public health professionals and health personnel managers in-country, with an emphasis on sustainability of interventions and partnership with other stakeholders. Job holder invigorates support to Government of Uganda-led response to the HIV/AIDS epidemic through support to

Ministry of Health and district-led programming. Job holder works across the CDC country office and with the USG interagency to devise the Human Resources for Health (HRH) plans and development of activities for the Country Operational plan (COP); Job holder works very closely with the Ministry of Health, other host country ministries, donors, implementing partners, community-based organizations (CBOs), faith-based organizations (FBOs), international organizations (IOs), regional and lower level public health laboratories, and primary care facilities in this effort. Job holder is the lead for CDC-Uganda on HRH issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Job holder supports the annual review of the HR and regular updating of the HRH strategic plan. The Job holder ensures that implementing partner work-plans, and their execution, are aligned to Uganda's HRH strategy and the COP. The job holder ensures that HRH investments are supportive of district-led programming for an AIDS-free generation and are appropriately reinforcing districts' core capabilities. Additionally, the Job holder will support the HSS Team in the establishment of new, and reinforcement of existing, workforce capacity-building initiatives, both in-service and pre-service. Accordingly, the job holder will be responsible for providing a principal liaison function, and cultivating strategic collaborations, between the CDC County Office and the Medical, Nursing, Laboratory, Public Health Education Partnership Initiatives, the Global Health Service Program, and other relevant USG initiatives for human resource development, as they emerge. The Job holder supports the Ministry of Health Human Resources Department to monitor and reinforce the quality of the Human Resources for Health Information System, and promotes its effective utilization for decision-making.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

**Technical Assistance**

**40%**

Job holder is a senior technical advisor responsible for a portfolio designed to strengthen the human resources for health who will be supportive of an AIDS-free generation and health systems strengthening in Uganda. The job holder assesses mandates and comparative advantages of partner organizations to identify potential synergies and opportunities to advance collaboration. The job holder links the agency's strategic priorities to these synergies. The job holder prepares monthly HRH briefings for senior management and drafts talking points for the country director based on his/her analysis of the program environment.

Job holder works closely with senior and mid-level host government ministry officials, Global Fund partners, international and local non-government organizations to coordinate and adapt lessons learned from health systems strengthening programs/projects/activities to further strengthen and expand interventions to achieve PEPFAR and national goals. The job holder supports the National Health Training Centre through embedded long-term Technical Assistance. The job holder designs and delivers trainings for Ministry of Health officers to translate scientific products into action, including policy recommendations. The job holder monitors the impact of CDC's technical and financial assistance for HRH, as an agency, on the public health system and HIV programming in Uganda. The job holder supports Government of Uganda to establish/reinforce information systems that monitor gaps of HRH at various levels that impede progress towards an AIDS-free generation and access to primary health care. The job holder is responsible for identifying gaps between HRH policy and practice and recommending corrective actions. The job holder is responsible for monitoring the agency's contributions to HRH and how they are supportive of an AIDS-free generation and health systems strengthening. The job holder is responsible for drafting concept papers, proposals, reports and manuscripts supportive of the agency's HRH agenda.

**Program Management**

**30%**

The job holder exercises significant initiative to reinforce human resources for health (HRH) administrative, managerial, programmatic and technical capacity within the Ministry of Health (MOH) and non-governmental organizations (NGOs), community-based organizations (CBOs), and faith-based organizations (FBOs). Such HRH programs are carried out with in-country partners through grants, contracts and implementing agreements. Job holder supports high level HRH forum (Country Coordination and Facilitation), the HR technical committee and Technical Working Groups and assists the MOH to maintain an effective dialogue with stakeholders e.g.

private sector employers, regulatory bodies and professional associations.

Focusing on strategies that achieve sustainability, job holder concentrates on developing and implementing programs that produce an adequately planned, trained and supported health workforce. Such programs are designed to increase quality of care through standardization of competencies and tasks, expansion of short-term and long-term training, support through supervision and teamwork, and augmenting/enlarging additional facilities, such as in-country laboratories. Program initiatives focus on the integration of USG staff, partners, volunteers, ministries of health and education. Job holder coordinates the different entities/offices handling HR functions, and provides advice on improving communication and/or restructuring; and identifies potential HRH control and management issues.

Job holder pleads processes that contribute to the development of funding opportunity announcements that result in grants, and/or cooperative agreements for a variety of HRH programs including new agreements, amendments and incremental funding. Drafts the HRH-related technical portions of statements of work for contracts. Incumbent works with the agency grants and contracts office, as well as partner representatives, to ensure that most current requirements are included in the signed grant, contract or cooperative agreement. The Job holder provides oversight of existing and new programs and ensures that implementing partners achieve stated goals and objectives in furtherance of the Agency and Government of Uganda goals.

Job holder is the day-to-day liaison with implementing partners once the agreement is awarded, working with partners in the development of work plans for implementation of activities and the tracking of results. S/he gives technical advice and direction to grantees, program collaborators and contractors on management and implementation of grants, contracts and/or cooperative agreements. Provides technical inputs to support implementation of the HRH strategic plans and to address urgent HR problems before the completion of the plan. This ensures consistency with PEPFAR policies and host country policies and regulations.

Conducts regular site visits to review program performance and implementation, ensuring that Implementing Partners (IPs) are in compliance with Agency and host-government agreements, and with the performance expectations as outlined in their work plan and in their contract/agreement. Based on information collected during field visits, communicates findings and makes recommendations to agency program managers, working group colleagues, implementing partners and, as appropriate, host government counterparts.

Incumbent participates with other PEPFAR professionals on in-country committees and technical working groups where HRH issues play an important role. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for HRH programs on a national level. Based on information received in the national committees, job holder may recommend revisions to the agency and PEPFAR team program policies and guidelines for HRH activities. Job holder participates in national efforts to mobilize high level working groups that focus on increasing health care workers and the provision of training and re-training opportunities. S/he coordinates with local and Ministry officials and other donor agencies on special projects in the area of human resources for health strengthening and implementation issues.

Keeps current on political, social and economic developments in the host country and the region, including lessons learned from HIV/AIDS systems strengthening and human capacity development efforts in other countries and the region in particular. Provides briefings to the Country Director, the CDC Senior staff, the U.S. Mission PEPFAR inter-agency team and other interested parties on the status of human resources for health initiatives in the region.

### **Administrative Management**

**10%**

Job holder works with designated teams/offices to support multi-sector programming on technical accuracy as it relates to human capacity development and organizational capacity development projects developed to achieve

PEPFAR and other Presidential Initiative goals and objectives.

Job holder prepares regular and ad hoc progress reports on partner 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. Job holder is required to prepare HRH component of the annual Country Operational Plan (COP). Prepares correspondence and cables related to implementation, management and evaluation of systems strengthening and capacity building HIV/AIDS activities.

Job holder maintains files and records in the HRH data collection specific to the activities/programs for which incumbent is responsible. Job holder is also responsible for the overall management of all HRH data files. This includes responsibility for the accuracy of files kept and for ensuring quick access to respond to ad-hoc reporting requirements. 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.

### **Interagency Coordination**

**20%**

Job holder represents CDC Uganda on the HRH technical working group as well as other technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials, PEPFAR country team and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties. Works with USG Management Task Force and other USG program and activity managers to move programs and activities into more sustainable partnerships. Job holder works with MOH in anticipating major changes relevant to HRH e.g. decentralization of human resource functions, developments in the private sector.

Job holder represents the agency in discussing and developing financial commitment targets for HRH programs at administrative and strategic planning meetings. Job holder may serve on ad-hoc intra- and inter-branch and agency PEPFAR working groups and projects. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR taskings, etc. This would include 3-4 projects per year where position would have a lead role.

## **15. QUALIFICATIONS**

**A. Education:** Masters' Degree in Public Health (MPH), or a Master of Science (MSc), or a Master of Arts (MA) in Nursing; Social Work or host country equivalent in Child Development, International Development, Community Development, Health Policy & Planning, Behavioral or Social science field is required.

**B. Prior Work Experience:** Seven (7) years of progressively responsible professional experience in program management, policy development and review, advocacy, health program design and evaluation. Three years' experience of which working with HIV/AIDS programs at a mid-to- senior level position is required.

**C. Post Entry Training:** Ongoing training focusing on health workforce, organizational capacity, and health systems issues will be required as needed and available. PEPFAR and agency-specific training in approaches to program design, implementation and reporting. Agency-specific leadership development training, COTR/CTO and International Project Officer training are required.

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

**E. Job Knowledge:** A thorough knowledge of health care service delivery, extension of health care services to

underserved populations/areas and management of health care services is required. In-depth knowledge of U.S. government operations, rules, regulations, procedures, policies, and programs is required. An in-depth knowledge of the range of programs, policies, regulations and precedents applicable to development and administration of national/international public health program 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 HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/ purchase requisitions is required. Intimate knowledge of Government of Uganda policies and procedures 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. Leadership skills are required to lead results-driven project teams and workgroups. 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. Strong skills in interpretation of program monitoring and evaluation are 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 programs that increase the number of health care workers and improve the quality and effectiveness of care to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required. Keyboarding skills that include good speed and accuracy are required. Numerical skills that include the manipulation of detailed calculations are required.

## 16. POSITION ELEMENTS

**A. Supervision Received:** Directly supervised by the Health Systems Strengthening Team Lead.

**B. Supervision Exercised:**

**C. Available Guidelines:** Generally accepted HIV/AIDS international medical and ethical standards for care and support. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP), U.S. Government (including agency and PEPFAR) and Ministry of Health rules, regulations, and policies issued both in writing and orally.

**D. Exercise of Judgment:** None.

**E. Authority to Make Commitments:** Position has no authority to make financial commitments; however, in the course of program management responsibilities, position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Job holder 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:** Frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts in complementing PEPFAR programs to coordinate and standardize HRH activities that achieve results specified in PEPFAR strategic objectives. External contacts are with mid to senior program managers in the involved ministries, bi-lateral and multi-lateral partners, district local governments, NGOs and other program collaborators at the regional and community level. Purpose is to support and develop the highest technical quality of sustainable programs. Contacts also include professional program and clinical

staff including physicians, nurses, laboratory technicians, NGO directors, supply chain managers, pharmacists, and other public health professionals for purposes of assessment of training and re-training needs and program evaluation.

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