

The incumbent:

- Supervises the Public Health Specialists Information Management Systems Officer and the Logistics and Supply Chain Management Officer
- Serves as a senior advisor to the host country Ministry of Health, partners and non-governmental organizations (NGOs) on the implementation of the National Health Laboratory Services Policy and Strategic Plan
- Provides Technical Assistance in the review of the UNHLS
- Works with MoH to monitor and evaluate progress in the implementation of the UNHLS; identify organizational, personnel, logistical and financial problems and recommends revisions as necessary to overcome obstacles and constraints to progress,
- Assists MoH Develop a detailed plan to operationalize the National Health Laboratories
- Monitors and evaluates progress in the operationalization of the National Health Laboratories; identifies organizational, personnel, logistical and financial problems and recommends revisions as necessary to overcome obstacles and constraints to progress.

These roles and responsibilities require: knowledge of public health policies and systems; familiarity with current medical laboratory practice; appropriate skills in leadership, negotiation and advocacy and clear communication channels with CDC, USG laboratory and other programs, MOH and other laboratory implementing partners and stakeholders.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Program Management, Planning and Coordination:

40%

Serves as the principal coordinator for laboratory systems policy and management, promoting the laboratory sector in Uganda through advocacy at the senior MOH board level, and providing direct assistance to the MOH to facilitate the full integration of the laboratory sector in the health reform process.

Leads the review and potential revision of the National Health Laboratory Services Policy through widespread consultation with mid- and high-level stakeholders, consolidation of current proposed policy areas, and consensus-building workshops.

Assists in the development of plans to ensure the equitable provision of HIV/AIDS laboratory services across the country.

Develops a detailed plan to operationalize the National Health Laboratories.

Facilitates the collaboration between MOH management, the MOH Laboratory Technical and Advisory Committee and the donor community to identify new funding opportunities for the laboratory sector in Uganda.

Works with Counseling and Testing, Care and Treatment, Prevention and Strategic Information colleagues to ensure that programs are mutually supportive.

Maintains effective liaisons with program officers and partner staff to ensure that partners meet monitoring requirements for cooperative agreement activities (e.g., quarterly reports, continuation applications, and supplemental applications).

Reviews cooperative agreement narrative and financial reports to assess progress in meeting stated objectives and the status of expenditures in relation to planned budgets.

Conducts site visits to assess progress of partner organizations in meeting program objectives.

Analyzes and evaluates program activities and writes reports and abstracts on findings for presentation at national and international conferences and meetings.

Provides guidance and technical assistance to partners in analyzing and evaluating program activities and developing reports and presentations for conferences and meetings.

Represents CDC Uganda Laboratory Support Program at public health, technical, policy and strategic planning meetings with collaborators.

Provides guidance and direction to grantees, program collaborators and contractors on management and implementation of activities

to ensure they are consistent with PEPFAR and international policies and guidance.

Serves as a member and advisor on the USG technical working group for strengthening linkages and coordination of laboratory service improvement activities within USG PEPFAR programs and at the national level.

Represents CDC Uganda in national and international meetings and workshops, and works in collaboration with MOH/NHL and other laboratory cooperative agreement partners to writes abstracts for presentation in national and international forums.

Technical Assistance and Oversight: 35%

Provides technical advice and assistance on broad laboratory issues and makes recommendations through the MOH Laboratory Technical and Advisory Committee to PEPFAR partners, NGO executive leadership, WHO and other international and university donor partners.

Develops and supports the conduct of regular assessments of clinical laboratory performance across the full range of laboratories at all health-facility levels.

Develops strategies to strengthen capacities and capabilities based on assessment findings.

Works with the Uganda Health Professionals Council to support the registration and regulating of staff working in clinical laboratories.

Provides detailed reports and recommendations to PEPFAR laboratory strengthening TWG for decision-making related to Country Operational Plans.

Oversees the performance of cooperating partners as Activity Manager for at least two cooperative agreements; carries out technical reviews, reviews progress, identifies potential issues and recommends actions for amelioration.

Provides supervision for the Supply-Chain and Equipment Management PHS.

Provides supervision for the Laboratory Informatics PHS.

Interagency Coordination: 25%

Represents CDC- Uganda at policy and strategic planning meetings, including meetings with collaborators and donor agencies, as the subject-matter expert on matters pertaining to laboratory systems policy and management; the incumbent briefs agency officials on the results of such meetings through written reports.

Represents CDC-Uganda in discussing and developing financial commitment proposals for laboratory programs at administrative and strategic planning meetings including all USG PEPFAR implementing agencies (Departments of State, Defence, Health and Human Services [the Centers for Disease Control and Prevention, the National Institutes of Health], USAID, and Peace Corps).

Participates in internal and interagency technical working groups to ensure adherence to internationally accepted/directed standards for laboratories within the host country.

Note: Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Master's level degree in Medical Laboratory Technology medicine, biology, microbiology or chemistry is required. Completion of post graduate practical experience (3-6 months) in clinical / medical laboratory technology is required. Completion of at least diploma training in public health, public administration, business administration, health policy, epidemiology, statistics, and international health is required.

b. Prior Work Experience

A minimum of five years supervisory/managerial working experience in a clinical laboratory setting, either HIV/AIDS health care, a national reference laboratory, or research-oriented facility is required

c. Post Entry Training

Attendance at conferences and workshops addressing laboratory practice including HIV conferences and workshops. Agency-specific leadership and development and training in grants/cooperative agreements management are required.

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

Level IV (fluent) English is required.

e. Knowledge

Comprehensive knowledge and experience in advanced laboratory techniques is required including detailed knowledge of procedures for laboratory diagnostics and associated technologies is required. Thorough public health knowledge of current HIV/AIDS, as well as opportunistic infections issues is required. Good working knowledge of the principles of laboratory management including strategic planning, personnel, forecasting and management of procurement, supplies and equipment is required.

Comprehensive knowledge of the host government laboratory facilities, health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Good working knowledge of USG public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results 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.

Comprehensive knowledge of the host government laboratory facilities, health care system and structures including familiarity with MOH policies, program priorities and regulations is required.

Good working knowledge of the Uganda National Health Laboratory Services Policy and the Uganda National Health Laboratory Services Strategic Plan is required.

Intimate knowledge of the local and national culture, practices, rules, environment, officials, business environment and laws is required.

f. Skills and Abilities

Strong oral and written communications skills are required. Ability to analyze, understand and discuss 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 laboratory programs to adopt appropriate strategies for their program activities and to work with partners on national strategic planning for laboratory programs.

Intermediate user level of word processing, spreadsheets and databases is required. Advanced knowledge of statistics and data analysis is required.

16. POSITION ELEMENTS

a. Supervision Received

Position is directly supervised by The Laboratory Branch Chief

b. Available Guidelines

Guidelines addressing laboratory practices are available from recognized standards organizations (e.g., Clinical Laboratory Standards Institute, Centers for Disease Control and Prevention, World Health Organization) as well as from program including the Office of the Global AIDS Coordinator (OGAC) and PEPFAR; Mission Strategic Plan, Agency handbooks, project documents (contracts, cooperative agreements), host government Ministry of Health HIV/AIDS laboratory guidelines.

c. Exercise of Judgment

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 and be able to work independently most of the time; work is reviewed primarily in terms of results achieved.

d. Authority to Make Commitments

Serves as Activity Manager for several cooperative agreements. Position has no authority to make financial commitments; however, in the course of program management responsibilities position has limited authority to allocate or redeploy personnel on a temporary or project basis and to make non-contractual commitments related to project support and the provision of training and technical assistance.

e. Nature, Level and Purpose of Contacts

Interacts with all levels within USG forum and with host country Ministry of Health officials, all levels of NGO and cooperative partners and university and medical personnel throughout the country. Frequent internal high-level contact with other PEPFAR counterparts and agency counterparts for purposes of coordinating and standardizing laboratory programs that achieve results specified in PEPFAR strategic objectives. External contacts are primarily with senior program managers in the MOH, participating cooperative agreement partners, NGOs and other program collaborators in order to support and develop the highest technical quality of HIV/AIDS treatment and prevention programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors and other public health professionals for purposes of program evaluation.

f. Supervision Exercised

Supervises the Public Health Specialists Logistics and Supply Chain Management Officer and the Laboratory Informatics Officer

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

One year.