

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST KAMPALA	2. AGENCY USAID	3a. POSITION NO. 65732519C
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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	PMS (HEALTH COMMODITIES)	FSN 10		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION USAID	a. First Subdivision HEALTH, HIV/AIDS & EDUCATION TEAM (DO3)
b. Second Subdivision SYSTEMS STRENGTHENING TEAM	c. Third Subdivision N/A

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	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 Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

This is a mid-level professional position on the USAID/Uganda Development Objective 3 (Health, HIV/AIDS and Education) team. Working with the Senior Supply Chain Systems Advisor and other sub-team technical staff, the incumbent will provide programmatic guidance and management support for planning, budgeting, ordering, and monitoring the utilization of USAID/Uganda's health commodities. This position will ensure optimal availability and in-country oversight of USAID commodities to support HIV/AIDS, malaria and family planning programs and activities in DO3's portfolio. The incumbent will have demonstrated experience in health programming and project management with a focus on public health commodities management. The incumbent should have knowledge of the Ugandan supply chain management systems; be able to work in a team setting and be self-managing, and be able to coordinate with and foster collaboration with USAID/USG implementing partners, warehouses, and government and non-governmental programs. The incumbent is expected to perform any additional emerging duties necessary to achieve the goals and objectives of USAID/Uganda.

Background Information

This position is located in USAID/Uganda's Development Objective 3 (DO3), Health, HIV/AIDS and Education (HHE) team. DO3 is the largest development objective team in USAID/Uganda, with 40 staff and an annual budget of US \$227 million. The DO3 team is divided into three sub-teams-Education and Health Seeking Behaviors, Service Delivery and Systems Strengthening. This position is based in the Systems Strengthening sub-team.

To support the Government of Uganda's goal of improving the health and nutritional status of the Ugandan population, the three DO3 sub-Teams together manage a wide array of programs, many of which are cross-cutting and integrated in design. Each element of the portfolio contributes to the U.S. government's Global Health Initiative (GHI), seeking country-led health approaches that focus on integration of services, leveraging host country and other donor investments, strengthening health systems, a focus on women and girls, improved application of evaluation, innovation, and science and technology. USAID/Uganda implements the GHI principles through the public sector, the private not for profit sector, and the private for profit sector.

The USG is the largest donor of health commodities to the country; in FY 2013 alone, USAID will procure approximately \$70 million worth of medicines, laboratory and other health supplies for HIV/AIDS, family planning and malaria health services provided by public and private health facilities and USAID supported non-governmental organizations. USAID's health commodities play a critical role in each of the complex health programs within the USAID/Uganda Mission portfolio. The products include HIV/AIDS commodities (antiretroviral drugs, cotrimoxazole, HIV tests, laboratory reagents); male circumcision kits, pharmaceuticals, and consumables; antimalarial medicines and diagnostic tests; male condoms, and the full range of long and short-acting contraceptives. Managing the USAID commodities along the supply chain – from quantification of requirements to timely delivery to end user sites - is a challenging and important task that requires careful planning and coordination with the other DO3 sub-teams, international partners, local warehouses and recipients.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Project Management (60%)

The PMS-HC is expected to provide programmatic and financial oversight of selected activities related to procurement, warehousing, distribution, and utilization of USAID's health commodities.

Project Management

- Serve as the Acquisition/Contracting Officer's Representative (A/COR) and/or Activity Manager for selected activities.
- Provide continuity to current programs and instruction and guidance for the start-up of new activities.
- Participate in Mission review of technical proposals to ensure that proposals are technically sound and realistic.
- Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners.
- Prepare and amend USAID documentation, including Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

Monitoring, Evaluation, and Reporting

- Monitor activity progress, implementation quality, and adherence to budgets of service providers (e.g. procurement agents, warehouses).
- Supervise the maintenance of project records and the preparation of periodic reports of activity status of service providers, IPs and other recipients.
- Ensure regular communication with counterparts at all levels.
- Conduct regular site/field visits to identify and assess the quality of services and the impact of USAID commodity inputs.
- Monitor program resources allocated to activities to ensure that they are being used effectively.
- Report implementation obstacles to relevant DO3 Team members, and make appropriate recommendations to resolve them.

B. Coordination with USG and Key Stakeholders (30%)

The PMS-HC is expected to play a key role in the coordination both within USG and outside with other key stakeholders.

- Maintain close contact with relevant counterparts and stakeholders
- Actively participate in the coordination of USAID, other USG implementers, and key stakeholders involved in improving availability and access to health and HIV/AIDS commodities in Uganda both in the public and private sectors.
- Participate in USG inter agency working groups.
- Represent USAID on key GOU, donor and other national working groups.

14. MAJOR DUTIES AND RESPONSIBILITIES - Cont'd

% OF TIME

C. Other Duties (10%)

The PMS-HC should expect adjustments in assigned duties and responsibilities as the USG Health, HIV/AIDS and Education program develops, and as guidance and requirements evolve under various USG initiatives. Other duties will also include:

- Organize and conduct site visits and prepare documents as required.
- Prepare reports for the Mission website.
- Attend appropriate USAID-sponsored training.
- Perform other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: Completion of a Master's Degree, or the local equivalent, in Public Health, Project Management, or the equivalent in a field related to health commodities management.

b. Prior Work Experience: At least five years of progressively responsible professional experience working in Uganda in health and HIV/AIDS field. Work experience should include at least three years of project management and health commodities management. Prior work experience with development partners or Non-Governmental Organizations (NGO) is desirable.

c. Post Entry Training: Familiarization training in USAID-specific procedures, regulations, and methods. On-the-job training regarding USAID, PEPFAR and PMI policies, procedures, and regulations, including the Automated Directives Systems (ADS), Mission Orders, and all planning and reporting databases. Formal AOR/COR certification courses (necessary because of the substantive back-stopping role) and other appropriate training will be provided as courses become available.

d. Language Proficiency: Level IV (fluent) spoken and written English language proficiency is required.

e. Knowledge: Knowledge of national supply chain management systems and Health and HIV/AIDS service delivery in the public and private sector in Uganda. Understanding of donor engagement in supporting supply chain system strengthening efforts; and knowledge of US Government policies, regulations, procedures, and documentation.

f. Skills and Abilities: Demonstrated project management skills, including financial management, administrative, and monitoring skills used to track the performance of implementing partners and activities; ability to analyze and present information and recommendations in clear written and oral formats; Ability to work effectively within a team and interagency environment; ability to initiate and self-manage work in a decentralized system; and the ability to travel to regions and districts within Uganda. Must have excellent computer skills including Word, Excel, and PowerPoint. Knowledge of logistics management software (e.g. Pipeline, Quantimed) is desirable.

16. POSITION ELEMENTS

a. Supervision Received: Work will be performed under the general supervision of the Systems Strengthening team leader and with substantial interaction and inputs from the Senior Supply Chain Systems Advisor and other HSS team members, with overall supervision and inputs from the Director of the Health, HIV and Education team. Performance is evaluated annually based on accomplishments. Close collaboration with other sub-teams is critical.

b. Exercise of Judgment: A substantial degree of judgment will be required to provide oversight and management of USAID commodity donation activities in Uganda. Substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used in making independent judgments that can be defended as necessary.

c. Authority to Make Commitments: Because the position will be procured through a FSN contract, the incumbent cannot

make financial commitments on behalf of the U.S. Government.

d. Nature, Level and Purpose of Contacts: The incumbent will maintain contacts and work with USAID technical staff in USAID/Uganda and other USG agencies, mid-level technical staff in government agencies, implementing partners and other stakeholders.

e. Supervision Exercised: Staff supervision will not be a responsibility for the incumbent in this position.

f. Time Required to Perform Full Range of Duties after Entry into the Position: 52 weeks.