

# 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	Public Health Specialist (Care and Support), FSN 550	11		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Care and Support Specialist	<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 Services	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>
_____ Typed Name and Signature of Employee      Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)

<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>
_____ 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**

Job holder is one of two HIV/AIDS public health specialist responsible for the implementation, coordination, monitoring and evaluation of assigned HIV care and support program activities and report compliance and administrative recordkeeping with the implementing partners to ensure projects are conducted in accordance with the implementing agreement and that USG funds are appropriately utilized. The job requires public health technical knowledge, results-oriented analytical skills, advocacy, and constant and clear communication with implementing partners, non-governmental organizations (NGOs), and host country ministries responsible for public health programs studies that are funded under the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) in Uganda. Job holder's duties include technical support, advice and guidance, day-to-day program and administrative management, and coordination and collaboration with colleagues of other agencies and public health entities that administer PEPFAR-funded programs in Uganda. Job holder coordinates funding, report compliance and administrative recordkeeping with the implementing partners to assure projects are conducted in accordance with the implementing agreement and that USG funds are appropriately utilized.

## **14. MAJOR DUTIES AND RESPONSIBILITIES**

**100 % OF TIME**

### **I. Program Management**

**(70%)**

Job holder is responsible for the initial development and ongoing management of one or more program activities designed to meet the objectives of PEPFAR HIV/AIDS care and support (C&S) programs in Uganda.

Provides guidance and direction to grantees, program collaborators and contractors on management and implementation of care and support activities to ensure consistency with PEPFAR policies and guidance and host country policy regulations. Participates with partners in the development of work plans for implementation of activities following cooperative agreement awards.

Working closely with mid-level host government staff, implementing partners, and agency and inter-agency colleagues, incumbent is required to follow closely all programs under his/her purview to assure that the specific objectives are achieved and/or appropriate remedial activities are instituted. In liaison with Strategic Information colleagues, job holder develops program evaluation strategies, methodologies and indicators for monitoring HIV/AIDS care and support programs in accordance with standard guidelines and protocols.

Job holder provides advice and recommendations to Team Lead in interpreting data on health objectives and indicators related to specific HIV/AIDS C&S activities. Provides updated technical information to partners as it becomes available. Responsible for designing practical training courses as required for various target audiences on how to implement, monitor and evaluate HIV/AIDS care and support programs. Uses monitoring and evaluation (M&E) data to report progress to key stakeholders. Coordinates on-the-job training sessions to ensure partner staff is advised of current care and support protocols.

Job holder monitors implementation activities and collaborates with each partner organization on a regular basis to ensure program results are achieved and all C&S 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. Job holder draws attention to inadequate medical facilities and/or staffing.

Prepares oral and written reports on the progress of assigned program activities for an audience that includes agency and post management, other agency PEPFAR officials. Reporting responsibilities are monthly, quarterly and annually.

As a Care and Support Project Management Specialist, job holder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, or Annual Program Statement and reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration. The annual value of implementing grants, contracts or agreements for which job holder is directly responsible is approximately 7 million USD.

### **II. Administrative Management**

**(15%)**

Job holder is responsible for maintaining files and records in the C&S 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 manages support staff responsible for 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.

### **III. Interagency Coordination**

**(15%)**

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 care and support 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.

Job holder may be required to serve as a member and advisor on national committees for HIV/AIDS care and support issues. The purpose of these committees is to assess program needs and issues at the local level and communicate these needs/issues to the national level.

#### **15. QUALIFICATIONS**

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

**B. Prior Work Experience:** Five years mid to senior level public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other 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 training. Training required will be either online training or off-site training. Job holder must be willing to travel outside of country for training that may be required for this position.

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

**E. Job Knowledge:** Detailed knowledge of current HIV/AIDS issues, care and support program design, implementation and evaluation is required. Thorough knowledge of HIV/AIDS prevention, care and support services, counselling and interventions, behavior change, testing, treatment and TB/HIV is required. Good working 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 care and support programs 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:** Directly supervised by the Care and Support Team Lead.

**B. Supervision Exercised:** Position has no direct supervisory responsibilities.

**C. Available Guidelines:** Generally accepted HIV/AIDS international medical and ethical standards for care and support. 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 HIV/AIDS care and support assigned activities. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of programs 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 to senior level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV/AIDS programs to coordinate and standardize care and support 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 HIV/AIDS care and support 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 program evaluation.

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