

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> Gaborone	<b>2. AGENCY</b> Department of State	<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. Redescription 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-yyyy)
a. Post Classification Authority	Gender and Youth Program Specialist	11	DT	01/12/2011
b. Other				
c. Proposed by Initiating Office	Gender and Youth Program Specialist	11	JL	01-12-2011

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b> NEW
<b>8. OFFICE/SECTION</b> USAID PEPFAR	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<p><b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b></p> <p style="text-align: center;">NEW</p> <p style="text-align: center;">_____          Typed Name and Signature of Employee                      Date(mm-dd-yyyy)</p>	<p><b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b></p> <p style="text-align: right;">01/19/2011</p> <p style="text-align: center;">Mosarwa Segwabe</p> <p style="text-align: center;">_____          Typed Name and Signature of Supervisor                      Date(mm-dd-yyyy)</p>
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<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></p> <p style="text-align: center;">Joan E. LaRosa    1/19/2011</p> <p style="text-align: center;">_____          Typed Name and Signature of Section Chief or Agency Head                      Date(mm-dd-yyyy)</p>	<p><b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b></p> <p style="text-align: center;">_____          Typed Name and Signature of Admin or Human Resources Specialist                      Date(mm-dd-yyyy)</p>
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**13. BASIC FUNCTION OF POSITION**

Gender and youth are recognized as two key, cross-cutting elements in HIV/AIDS programming. With USAID's increasing requirements for gender analysis in project design, and the USG focus on addressing needs of African youth, this new position will fill an important role in strategic planning, implementation and monitoring across all HIV/AIDS program areas. The incumbent, under the supervision of the USAID Program Specialist for Orphans and Vulnerable Children (OVC), will be responsible for providing project and policy support for President's Emergency Plan for AIDS Relief (PEPFAR) gender- and youth-related activities. The incumbent will provide the PEPFAR team with programmatic and management expertise for HIV/AIDS activities that respond to gender- and youth-specific needs, incorporating these considerations across the spectrum of PEPFAR activities, and ensuring that all aspects of HIV/AIDS programming and design consider issues of gender and youth to ensure that the differing needs of males and females at various developmental stages are appropriately addressed. The incumbent will guide the development and coordination of assessment activities related to gender and youth services and the establishment of program guidelines, procedures and strategies. S/he will ensure collaboration among USAID partners involved in gender- and youth-related programs, serve as a member of the PEPFAR Inter-agency Gender Team, and take the lead among USAID-sponsored projects in Botswana in promoting the use of internationally recognized best practices in these areas.

## 14. MAJOR DUTIES AND RESPONSIBILITIES

### % OF TIME

- **(55%) Project Management and Implementation:** Performs site assessments of USAID gender and youth programs in Botswana carried out by USG implementing partners. Serves as an expert in gender-based violence (GBV) and gender and youth social science and health service research issues, especially as they relate to HIV/AIDS programs. Conceives and develops evaluation strategies and, in consultation and collaboration with GOB officials from the Ministry of Health (MOH), the Ministry of Local Government (MLG), the Ministry of Youth, Sports and Culture (MYSC), the Ministry of Labor and Home Affairs (MLHA) and the National AIDS Coordination Agency (NACA) and other USG staff, formulates appropriate monitoring and evaluation (M&E) activities for on-going and future HIV/AIDS gender and youth programs. Develops appropriate data management systems to monitor HIV/AIDS objectives and indicators for gender and youth activities.
- **(30%) Technical Leadership:** Provides leadership and technical support to PEPFAR and GOB officials in designing, implementing and evaluating a broad range of gender and youth activities to: (1) enable USG and GOB officials to improve their ability to design new gender and youth activities in HIV/AIDS programs; (2) improve organizational capacity to monitor and evaluate the process, outcome, and impact of gender and youth activities; (3) increase gender equity in HIV/AIDS programs and services; and (4) incorporate gender-based violence (GBV) and other gender and youth considerations into existing PEPFAR activities. The incumbent is also responsible for developing specific program goals and objectives and works with senior level staff of the PEPFAR Botswana USG interagency teams, GOB ministries and implementing partners to assure that such objectives are achieved and/or appropriate remedial activities are instituted. Provides assistance in interpreting data on health objectives and indicators related to gender and youth. Plays a leading role as a member of the PEPFAR Inter-agency Gender Team.
- **(15%) Coordination and Representation:** Promotes action on gender disparities and represents USAID in the area of gender and youth in HIV/AIDS programs. Works collaboratively with other organizations engaged in gender and youth activities on appropriate strategies to maximize program impact. Responds to requests from NGOs, health care organizations, social workers and medical professionals for information and technical assistance on gender and youth strategies for HIV/AIDS programs. Prepares regular and frequent oral and written reports to the USG PEPFAR inter-agency teams on the progress of PEPFAR gender and youth activities. Assists with the planning and coordination of national and regional conferences, meetings, and workshops on gender and youth.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:** University degree in public health, social work, social sciences. education or a related field is required.
- b. Prior Work Experience:** The incumbent must have, at a minimum, four years work experience in gender, youth and HIV/AIDS activities, including program planning, implementation, and evaluation, with experience that indicates the ability to consult and collaborate effectively with all levels both within and outside the agency.
- c. Post Entry Training:** Incumbent must have professional training and extensive knowledge in gender- and youth-related HIV/AIDS practices and procedures.
- d. Language Proficiency:** Level 4 fluency in English and Setswana are required.
- e. Job Knowledge:** Incumbent must have knowledge of and experience in: gender and youth programs as they relate to PEPFAR and HIV/AIDS; domestic and regional health and HIV/AIDS affairs; Botswana's social and political processes in relation to HIV/AIDS; PEPFAR guidelines, budgeting and USG financial reporting regulations; and inputs and operations of other partners in the gender and youth and HIV/AIDS sector. Knowledge of the workings of the U.S. Mission in Botswana, PEPFAR, O/GAC in Washington and local USG partners, such as USAID/RHAP, CDC/BOTUSA and Peace Corps is necessary.
- f. Skills and Abilities:**
  - Superior management and interpersonal skills (particularly in dealing with people facing personal health crises), as well as excellent leadership, planning, monitoring and evaluating capabilities.
  - Good analytical and problem-solving skills are essential.

- The ability to facilitate strategic alliances with various stakeholders for information sharing and improved channelling of both government and donor support to ensure strengthened gender and youth interventions and operationalize policies related to gender and youth.
- The ability to effectively coordinate the management and mobilization of all relevant stakeholders and sectors of the program to achieve the desired goals.
- Highly developed speaking and writing capabilities in order to communicate PEPFAR objectives and requirements to all stakeholders, partners and the general public, and to write timely and accurate analytical and factual reports, proposals and synopses.
- Good computer data-entry skills, including the ability to use and create emails, spreadsheets and power-point presentations.
- Sensitivity, tact and diplomacy, on a daily basis, in dealing with individuals and organizations regarding the very sensitive issue of HIV status as it relates to gender and youth.

#### **16. POSITION ELEMENTS**

- Supervision Received:** Assignment of tasks, direction, and review of activities and progress will be provided by the Program Specialist for Orphans and Vulnerable Children. However, as an expert in the field of gender and youth issues, the incumbent will be expected to function with minimal supervision. Completion of tasks and assignments will be reviewed regularly through required written reports and oral progress reports.
- Supervision Exercised:** This is a non-supervisory position. However, the employee will be expected to occasionally allocate work to support staff, direction to contractors for data entry, guidance to team members of technical assistance consultancies to PEPFAR NGOs, and orientation to other LES staff.
- Available Guidelines:** Department of State guidelines, manuals, etc; PEPFAR program requirements; PEPFAR gender and youth guidelines; USG financial and other regulations; and Government of Botswana (GOB) regulations and policies.
- Exercise of Judgment:** The incumbent works within a loose framework of mid- to long-term objectives defined largely by PEPFAR. S/he is expected to use excellent professional judgment to resolve problems and structure his/her work and resources in order to most effectively contribute to the HIV/AIDS Gender and Youth objectives of the U.S. Mission, PEPFAR and the GOB.
- Authority to Make Commitments:** The position has limited authority to make non-contractual commitments related to local training and technical assistance.
- Nature, Level and Purpose of Contacts:** Contacts are with senior program managers in the GOB, NGOs, and other program collaborators. The purpose of these contacts is to stimulate and support the technical quality of HIV/AIDS gender and youth programs, foster collaborations, provide consultations and build evaluation capacity for the programs. Contacts also include police and health clinicians for GBV program monitoring and training purposes.
- Time Expected to Reach Full Performance Level:** Six to twelve months.