

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Gaborone	2. AGENCY CDC	3a. POSITION NO. CDC-
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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	Male Circumcision Program Officer, FSN-525	12	CG	11/12/08
b. Other				
c. Proposed by Initiating Office	Male Circumcision Program Officer			

6. POST TITLE POSITION (if different from official title) Male Circumcision Program Officer	7. NAME OF EMPLOYEE
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8. MISSION US Embassy, Gaborone	b. Second Subdivision
a. First Subdivision CDC, Gaborone	c. Third Subdivision

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. Thierry Roels, M.D. _____ 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

The Male Circumcision Program Officer works under the direction of the Prevention Team Leader and is a key public health advisor on male circumcision (MC) for the PEPFAR Program in Botswana, the Team Leader and CDC Associate Director for GAP. The incumbent's responsibilities includes day-to-day program and administrative management, and coordination and collaboration with other PEPFAR agencies to ensure that project implementation related to male circumcision programs and policies addresses strategic objectives and internationally recognized public health standards and best practices of this relatively new intervention within the PEPFAR armamentarium. Specific responsibilities focus on the implementation and expansion of activities to design, implement, coordinate and evaluate MC service delivery and communication activities and operational research in Botswana. This management role requires public health technical leadership, results-oriented analysis, advocacy, and constant and clear communication with implementing partners, non-governmental organizations (NGOs), and Botswana Ministry of Health (MOH). The incumbent serves as the primary CDC contact for implementing partners for all issues related to CDC-supported MC service delivery and

communication activities. Serves as the Activity Manager for male circumcision service delivery and communications components of two CDC-supported cooperative agreements in Botswana. Serves as a primary contributor to the planning, development, and review of the MC service delivery and communications components of the annual Botswana Country Operational Plan (COP). Monitors and evaluates progress of projects, identifying technical, personnel, logistical, and financial problems and makes or recommends revisions as necessary to overcome obstacles and constraints to progress. The incumbent represents CDC Botswana on MC service delivery and communications issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Identifies training needs and participates in the development and implementation of training courses for partner organizations.

14. MAJOR DUTIES AND RESPONSIBILITIES OF TIME

%

I. Program Management and Oversight

40%

Working closely with senior and mid-level MOH staff, implementing partners, and the PEPFAR country Strategic Information Advisor, incumbent is required to follow closely all assigned programs to assure that the specific objectives are achieved and/or appropriate remedial activities are instituted. In liaison with the Strategic Information unit/advisors, incumbent develops program evaluation strategies, methodologies and indicators for monitoring MC service delivery and communications programs in accordance with standard guidelines and protocols and assures that appropriate data management systems to monitor health objectives and indicators for MC programs are in place. Incumbent is responsible for the management of these systems within the Prevention Team. Provides advice and recommendations to supervisor and to senior CDC BOTUSA and PEPFAR officials in interpreting data on health objectives and indicators related to male circumcision.

The incumbent provides technical direction and evaluation of contracts and cooperative agreement proposals for MC programs. Further, incumbent works with the CDC Procurement and Grants Office (PGO), as well as partner representatives, to ensure that the most current MC strategies and protocols are included in the final cooperative agreement application and related contracts.

Once cooperative agreements awards are made, the incumbent provides technical advice and direction to cooperative agreement recipients, program collaborators and contractors on their management and implementation to ensure consistency with PEPFAR policies and guidance. Participates with partners in the development of work plans for implementation of activities following cooperative agreement awards.

Monitors activities and collaborates with each partner organization on a regular basis to ensure program results are achieved for MC service delivery and communications program activities and that 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. Draws attention to inadequate medical facilities and/or staffing.

Incumbent leads site assessments of PEPFAR-supported MC programs carried out by USG implementing partners. Prepares regular and frequent oral and written reports to the Country Director, inter-agency PEPFAR committees and other interested parties on the progress of PEPFAR MC program activities.

Provides updated technical information to partners as it becomes available. Designs practical training courses for various target audiences on how to implement, monitor and evaluate MC service delivery and communications programs, use monitoring and evaluation (M&E) data and report progress to key stakeholders. Identifies training needs and participates in the development and implementation of formal training courses for partner organizations.

Responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on strategies for programs dealing with MC service delivery and communications interventions.

The incumbent serves as the designated Activity Manager (or functional Cognizant Technical Officer) for two MC related cooperative agreements (service delivery and communications). In this capacity, the incumbent plays a major technical role in development of the Funding Opportunity Announcement (FOA), review of

applications, supplemental awards, and requests for extensions. Liaises with PGO and technical specialists at post and in the U.S. on technical reviews and funding awards for the cooperative agreements and related contracts annually, estimated at \$3.0 million per year. Once the cooperative agreements and contracts are in place, oversee the performance of cooperating partners and contractors, carry out technical reviews, reviews progress, identify potential issues and informs supervisor, recommending actions for amelioration.

II. Planning and Policy Coordination

(30%)

The

incumbent is an expert advisor on the prevention of HIV transmission through the delivery of effective MC programs. In this role, serves as primary contributor to policy and objective setting, planning, development and review of the nascent MC initiative within Botswana. Components of this emerging program include service delivery and communications for behavior change.

The incumbent prepares directives, memoranda, policy statements and proposals to introduce new initiative and to recommend effective operations consistent with overall program objectives in support of USG program mission in Botswana.

The incumbent works closely with senior and mid-level Botswana Ministry of Health (MOH), partners and international organizations to influence other collaborative organizations to adopt appropriate MC policies and strategies for their program activities.

The incumbent represents the Prevention Team and PEPFAR team on national committees for MC service delivery and communications issues to establish national policy and guidelines, assess program needs and issues at the local level and communicate these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for MC service delivery and communications projects on a national level.

III. Interagency Coordination

20%

As a regional expert on matters pertaining to male circumcision, incumbent represents PEPFAR/CDC Botswana at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials and PEPFAR country team on the results of such meetings and prepares written reports for submission to other interested parties.

Represents the agency in discussing and developing financial commitment targets for MC service delivery and communications programs at administrative and strategic planning meetings. This includes all USG PEPFAR implementing agencies (Departments of State, Defence, Peace Corps, Health [including Centers for Disease Control and Prevention, National Institutes of Health, Substance Abuse and Mental Health Services Administration, Food and Drug Administration], and USAID).

Serves as chair or rotating chair on inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG supported male circumcision activities in Botswana. Also serves on intra- and inter-branch and agency PEPFAR working groups and projects, frequently taking the project lead role.

Serves as the primary liaison between in-country and headquarters' based technical working group (TWG) on MC service delivery and communications issues. Provides technical expertise and guidance to headquarters and other country teams.

IV. Administrative Management

(10%)

Incumbent is responsible for providing oversight and monitoring the budgets allocated to MC service delivery and communications cooperative agreement implementing partners. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews and budget status reports, following up on irregular findings, and providing advice for realignments and/or redirection of budgets.

The incumbent maintains files and records for the MC data collection and reporting and is responsible for data integrity and security of and minutes, copies of all grants/cooperative agreements/contracts, research

determinations, panels, and awards. Whenever possible these records will be filed electronically and entered information in the reporting databases. Other program files include reports, meeting summaries into the reference system.

Prepares regular and ad hoc progress reports on PEPFAR partner activities related to MC service delivery and communications projects and activities for agency and post management, other agency PEPFAR officials, U.S. headquarters offices and ultimately the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually.

Prepares and presents briefings for Congressional and Executive delegations, VIP visitors; participates in making arrangements for visits and serves as spokesman as required. Serves as control office for site visits for agency and inter-agency PEPFAR senior-level officials.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Medical degree and residency leading to registration as a licensed medical practitioner is required. A Masters Degree in Public Health or related field is an added advantage.

b. Prior Work Experience

A minimum of five years work experience in public health or clinic setting, including management of STIs and/or HIV/AIDS treatment and care is required.

c. Post Entry Training

The incumbent will be expected to possess the necessary technical training and skills required to perform the duties and responsibilities required of the position. Post entry training will be focused primarily on PEPFAR and HHS/CDC established policies, procedures and regulations that govern specific activity management, including ongoing professional certification seminars focusing on changing male circumcision policies and protocols, approaches to program design, implementation and reporting. Incumbent will be provided CDC-sponsored post entry courses required include: Project Officers Training; Grants Management Training; Scientific Ethics; IT Security Training; and Counter-terrorism Training. Necessary post entry training will be provided on-site or at Regional or Atlanta based facilities.

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

e. Knowledge

f. The incumbent serves as a recognized authority on the prevention of HIV through male circumcision programs and must have an in depth knowledge of the strategies for implementation of policy, protocols and programs relating to service delivery and communications for behavior change for male circumcision.

The incumbent must have extensive knowledge of HIV/AIDS public health program issues, (particularly related to care and support, counseling and testing), policies, regulations, precedents, methods, processes, and techniques used to plan, develop, implement and evaluate results of male circumcision programs.

The incumbent must have a detailed and broad knowledge of the host country operational environment, including a detailed knowledge of the structure and operations of the MOH and the environment for health care delivery at the national, regional, district and community level in Botswana.

The incumbent must have detailed knowledge of the policies, procedures and regulations of the Government of Botswana related to health care delivery, particularly male circumcision service delivery and communications for behaviour change, and public health and cultural issues commonly encountered in the

implementation of male circumcision activities in Botswana.

The incumbent must have an in-depth understanding of the structure and functions of CDC Botswana, including detailed knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR); CDC and USG policies, guidelines and procedures for administration of cooperative agreements; and intra-agency procedures for coordination with CDC Atlanta and the American Mission in Botswana.

g. Skills and Abilities

Strong oral and written communications skills are required.

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.

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 collaborative organizations engaged in male circumcision service delivery and communications for behavior change programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required.

Must be familiar with computer software applications including programs including word processing, spreadsheets and databases are required.

16. POSITION ELEMENTS

a. Supervision Received

The incumbent works independently under the general supervision of the Prevention Team Leader, who establishes broad program outcome strategies and goals. The incumbent works within a broad framework and with a minimum of supervision to determine approaches to be taken and methodologies to be used in planning and implementing activities and resolving problems to accomplish desired program outcomes. Completion of tasks and assignments will be reviewed regularly through results achieved, required written reports and oral progress reports.

b. Available Guidelines

Written CDC and USG policies and guidelines for management of cooperative agreements and technical literature related to incumbent's area of expertise. International public health care and ethical standards, Agency and USG directives, regulations and policies. CDC BOTUSA and MOH rules, regulations, and policies issued both in writing and orally. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP). Frequently, the incumbent will apply these guidelines independently as circumstances may dictate.

c. Exercise of Judgment

Incumbent will be expected to make independent, sound judgments on the quality and effectiveness of male circumcision service delivery and communications for behavior change programs and to develop effective strategies for eliciting cooperation and commitment on program implementation and evaluation activities from the MOH, NGOs, other implementing partners and senior level staff of other agencies that are involved in providing HIV/AIDS related services and activities. 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.

d. Authority to Make Commitments

As the Activity Manager for multiple cooperative agreements, the position will have authority and responsibility as delegated by the signed cooperative agreement to carry out agency cooperative agreement support commitments. The incumbent represents CDC and the USG on male circumcision issues to collaborating partners. The incumbent has no signatory authority to commit USG funds. The job holder will make recommendations on funding applications for financial assistance from the USG based on technical merit of the proposals and appropriateness of budget requests.

e. Nature, Level and Purpose of Contacts

Frequent internal high-level contact with other CDC and PEPFAR counterparts to coordinate and standardize male circumcision programs that achieve results specified in PEPFAR strategic objectives. External contacts are with senior decision makers and program managers in the MOH, participating cooperative agreement partners, NGOs, other program collaborators and most particularly, the community. The purpose of contacts is to support and develop the highest technical quality of programs and to convince community leaders to support this prevention initiative. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors and other public health professionals for purposes of technical assistance, program evaluation and training.

f. Supervision Exercised

This position does not have direct supervisory responsibilities; however, as the PEPFAR/CDC point of contact for male circumcision issues in Botswana, will work in an advisory capacity providing information that will allow CDC and its partners to better determine overall male circumcision needs. Project management is a substantial aspect of the incumbent's position. Provides direction and guidance to senior MOH decision makers, program administrators, technical staff, and other subordinate staff in developing and conducting male circumcision programs at both the service policy and service delivery level. Assures that appropriate manpower and logistical resources are devoted to projects for which incumbent is responsible.

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

One year.