

# 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 US Embassy</b>  Gaborone	<b>2. AGENCY</b>  Centers for Disease Control and Prevention	<b>3a. POSITION NO.</b>  CDC-44
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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) **Re-description of duties**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Medical Research Scientist (Epidemiologist), FSN-525	12	CJF	
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> Centers for Disease Control & Prevention	a. First Subdivision TB/HIV
b. Second Subdivision	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>
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_____ Typed Name and Signature of Employee                      Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)
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<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>
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_____ Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**  
 Job holder provides professional follow-up and coordination of the TB/HIV research studies conducted by the TB/HIV Division of CDC/Botswana. Ensures that studies meet protocol standards by providing supervision and monitoring and evaluation at various stages of progress. Serves as the primary expert in TB/HIV infection control and epidemiology for CDC Botswana and external partners. Incumbent is supervised by the Associate Director

for TB/HIV Division.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

**100 % OF TIME**

**Medical Research 95%**

Incumbent serves as co-investigator in research studies and helps ensure the research is conducted in accordance with US federal regulations, Botswana regulations, and any provisions imposed by the Botswana Health Research Development Committee and the CDC IRB. Participates in the development and modification of research protocols. Participates in the development of Standard Operating Procedures and procedure manuals. Participates in the analysis, publication, and presentation of research results at scientific meetings or other professional settings. Works closely with other staff members for optimal study coordination. Maintains good working relationships with internal and external research partners. Collaborates with other members of the TB/HIV Division to facilitate data collection and study subject contact. Has primary responsibility to monitor and evaluate progress in data collection at all research sites in Botswana. Analyzes and interprets data and prepares reports and presentations of findings.

Incumbent will act as the primary expert on infection control for CDC Botswana and will also provide expert advice to external partners on a regular basis. As part of this job, the incumbent will meet regularly with internal and external partners to present and advise on issues of TB/HIV infection control. The incumbent will particularly provide guidance to the Ministry of Health and other partners focusing on TB/HIV.

Manages the medical care of participants in the study sites (travelling 10-20%). Maintains current licensure to practice medicine. As needed, conducts physical examinations and clinical interviews for study participants. Makes informed decisions regarding subjects' participation in research studies based upon sound medical, scientific and ethical knowledge. Examines sick participants as needed and makes the necessary referrals. Reviews case report forms and resolves discrepancies between case report forms and source documents. Evaluates complex data including laboratory results and identifies signs and symptoms for adverse events. Clearly explains laboratory and x-ray results to study staff and participants and advises on appropriate treatment. Advises staff on needed supplies and ensures that adequate stock of supplies are available at all times.

Keeps abreast of latest medical technologies and relevant discoveries in TB and epidemiology in order to maintain knowledge of epidemiologic methods and of current developments by attending seminars and conferences. Will participate in training internal and external staff on issues of TB/HIV infection control.

Provides indirect supervision to staff based at CDC Botswana and staff based at Botswana U Penn, our major partner in infection control research. Indirect supervision and guidance is provided regularly to 10-15 staff composed of study coordinators, research nurses and recruitment officers.

**Performs other duties as assigned. 5%**

**15. QUALIFICATIONS**

**A. Education:** A medical degree from a recognized institution (M.D., M.B.B.S) is required.

**B. Prior Work Experience:** Five years of post degree specialist experience working in a medical setting. At least 2 years in a clinical management setting. Experience in development and operation of epidemiologic studies and in performing statistical analysis is required. Experience in TB research is also required.

**C. Post Entry Training:** Training in CDC specific methodologies for research studies. Annual training in Good Clinical Practice and Basic Life Support.

**D. Language Proficiency (level and specialization):** Level IV (fluency –

speaking/reading/writing) in English is required.

**E. Job Knowledge:** Must be knowledgeable about clinical issues related to HIV and TB diagnosis and treatment; as well as diagnostic procedures for evaluating pulmonary and lymphatic systems.

**F. Skills and Abilities:** Registration or eligible for registration with the Botswana health professions council. Advanced clinical skills. Must have good interpersonal and leadership skills in order to supervise and monitor epidemiological analysis and study design. Must have excellent verbal and written communication skills. Must be able to work independently as well as effectively communicate and collaborate in a team environment. Must be pro-active and able to solve problems as they arise. Must be proficient in commonly used office computing software, data analysis software and reference management software.

#### 16. POSITION ELEMENTS

**A. Supervision Received:** General supervision from the Associate Director of the TB/HIV Division

**B. Supervision Exercised:** Indirect supervision to 10-15 study coordinators, research nurses and recruitment officers. Guidance provided to internal and external staff and partners.

**C. Available Guidelines:** CDC and Botswana Ministry of health published policies and procedures; U.S. embassy guidelines

**D. Exercise of Judgment:** Must use judgment in study supervision in the field in planning and coordinating studies.

**E. Authority to Make Commitments:** No authority to commit USG funds.

**E. Nature, Level and Purpose of Contacts:** Job holder interacts with all levels of hospital staff, mid-to senior level Ministry of Health officials, other partners and CDC colleagues in performing official duties.

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