

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/PMTCT-008
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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 2 No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
 Position No. _____ (Title) _____ (Series) _____ (Gr)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	PMTCT NURSE	FSN-9	AG	10/2/11
b. Other				
c. Proposed by Initiating Office	PMTCT Nurse	FSN 8/9		

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

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____	Typed Name and Signature of Local Supervisor _____ Date(mm-d) _____
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.	12. I have satisfied myself that this is an accurate description of position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____	Typed Name and Signature of Human Resources Officer _____ Date(mm-d) _____

13. BASIC FUNCTION OF POSITION
See Attached.

14. MAJOR DUTIES AND RESPONSIBILITIES
See Attached.

% OF TIME

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Graduation from a recognized institution with a Bachelor's degree in Health Science with a nursing background is required. The position also requires professional training leading to registration with the Nurse Association or Health Professions Council of Botswana.

b. Prior Work Experience

A minimum of 3 years of work experience in HIV and maternal and child health program activities is required. Prior working experience with practical application of PMTCT program components and early infant diagnosis is also required.

c. Post Entry Training

Ongoing professional certification seminars focusing on HIV prevention and changing PMTCT protocols. Ongoing training in approaches to program design, implementation and reporting. Attendance at conferences and workshops dealing with the AIDS pandemic. Specific CDC-sponsored post entry courses required include: Scientific Ethics – 1 week; IT Security Training – 2 days; and Counter-terrorism Training – 1 hour every month.

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

e. Knowledge

The position requires an in-depth knowledge and understanding of the prevention of HIV infection in mothers and infants and issues related to counseling and the care and treatment of mothers and infants infected with or exposed to HIV infection. The job holder must have a good knowledge of the host country operational environment, including detailed knowledge of the structure and operations of the MOH, the environment for health care delivery at the district and community level in Botswana. The job holder must have a good knowledge of the policies, procedures and regulations of the Government of Botswana related to health care delivery and public health issues commonly encountered in the implementation of PMTCT activities at the district level in Botswana. The incumbent must have good understanding of the structure and functions of CDC Botswana, including knowledge of CDC's role and functional support of the President's Emergency Plan for AIDS Relief (PEPFAR) and relationship to the American Mission in Botswana.

f. Skills and Abilities

The position requires well-developed interpersonal and communication skills for establishing and maintaining effective working relationships with a wide variety of collaborating partners in program officer and program implementation positions. The incumbent must have sound judgment and well-developed analytical skills to independently resolve problems, overcome barriers to program implementation, and make appropriate decisions and recommendations related to program implementation. The position requires good writing skills and computer skills with knowledge of office software applications, including word processing and spreadsheets.

16. POSITION ELEMENTS

a. Supervision Received

The incumbent works independently under the general supervision of the Prevention Team Leader or PMTCT Program Officer, who establishes program outcome strategies and goals. The incumbent works within a general 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.

b. Available Guidelines

Written CDC and USG policies and procedures, PEPFAR guidelines, and technical literature related to incumbent's area of responsibility.

c. Exercise of Judgment

The position requires the incumbent to use sound judgment in carrying out the full range of responsibilities with limited oversight, and he/she will independently resolve the great majority of routine and some complex problems encountered. Sound judgment is also required in developing and maintaining collaborating partner and host country contacts.

d. Authority to Make Commitments

The incumbent represents CDC and the USG on PMTCT program implementation matters to collaborating partners. The incumbent has no signatory authority to commit USG funds.

e. Nature, Level and Purpose of Contacts

The incumbent will have regular contact with all levels of CDC Botswana staff and will be required to establish and maintain close working relationships with program officer and program implementation level staff of the MOH and collaborating partners for coordination of activities and to coordinate, influence program implementation, provide guidance and direction, and monitor and evaluate program activities.

f. Supervision Exercised

This position does not have supervisory responsibilities.

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

Six months.

PMTCT NURSE
POSITION NO: CDC-

13. Basic Function of the Position:

The Prevention of Mother-to-Child Transmission (PMTCT) Nurse works under the supervision of the PMTCT Program Officer (Gaborone) or the Medical Officer (Francistown) to provide technical assistance and coordination to the Botswana Ministry of Health (MOH), the District Health Team (DHT) and other collaborating organizations in the implementation and improvement of PMTCT activities in Botswana. The incumbent serves as a key CDC contact for implementing partners for issues related to the implementation of CDC-supported PMTCT program activities. Serves as a contributor to the planning, development, and review of the PMTCT components of the annual PEPFAR Country Operational Plan (COP) for Botswana. Conducts patient follow-up, advises implementing partners on policies and procedures for patient follow-up, specimen collection and assists in monitoring and evaluating progress of patient follow-up and project implementation, identifying technical, personnel, and logistical problems and solves problems or recommends revisions as necessary to overcome obstacles and constraints to progress. Participates in the training of implementing staff in the MOH, DHT, and partner organizations for collecting specimens for infant diagnosis and other patient care and follow-up procedures.

14. Major Duties and Responsibilities:

Program Planning and Development

30%

1. Job holder contributes to the development of PMTCT components for the annual PEPFAR COP for Botswana. Participates in developing PMTCT components of the semi-annual and annual reports to the Office of the Global AIDS Coordinator (OGAC). Participates in the development of formal presentations of PMTCT program activities and progress in meeting project goals.
2. Incumbent provides advice and consultation to the DHT and local government officials in assessing program needs and issues at the local level and communicating these needs/issues to the national level and ensuring consistency in the implementation of best practices for prevention of HIV infection in mothers and infants at the district level and recommends revisions to district procedures and guidelines.
3. Develops and maintains effective liaisons with hospital, clinic, and home-care staff in implementing partner organizations to ensure that timelines and quality standards for implementation of program activities are met. Participates in identifying staff training needs in implementing partner organizations and facilitates and participates in training partner staff where appropriate. Keeps up to date with scientific developments, innovations, best practices and new approaches in prevention of mother-to-child transmission of HIV.

Program Implementation and Technical Assistance

50%

4. Job holder actively participates in the day-to-day implementation and operation of PMTCT program activities included in the annual COP for Botswana. In collaboration with MOH and DHT staff as well as other collaborating partners, provides oversight, mentoring and monitoring of the care, follow-up, specimen collection, counseling, and referral for treatment of women and infants receiving CDC-supported PMTCT services. Participates in resolving problems impeding program implementation.
5. Provides technical assistance to partners in the implementation of PMTCT activities, including counseling and testing of mothers, collection of specimens for diagnosis, follow-up of exposed infants, breast-feeding counseling for mothers, referral for CD-4 counts, disease staging and treatment as appropriate, and follow-up of children through the MCH program. Ensures that supported activities at local delivery sites conform to national standards, guidelines, and CDC technical strategies. Identifies and corrects problems, barriers, and issues impeding the effective implementation of PMTCT program activities. Recommends solutions to problems identified and follows up to ensure quality care and services for mothers and infants in the PMTCT program.

Monitoring and Evaluation

20%

6. Participates in the collection of required data from patients and the recruitment of patients for operational research studies, including extensive counseling of potential study participants, explanation of study purpose, and answering questions.
7. Provides technical assistance to the DHT, local government staff and other partners in the use and implementation of tools, reporting instruments, and systems for effectively monitoring and evaluating PMTCT program activities.