

# 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> U. S. Embassy, Gaborone	<b>2. AGENCY</b> CDC	<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				
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> TB/HIV Program Officer	<b>7. NAME OF EMPLOYEE</b> New
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<b>8. MISSION</b> U.S. Embassy, Gaborone	b. Second Subdivision
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a. First Subdivision CDC Botusa	c. Third Subdivision
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ 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>  Candice Jackson _____ Typed Name and Signature of American Supervisor      Date(mm-dd-yy)	<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 Human Resources Officer      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**

The incumbent of this position is a key public health advisor on TB/HIV activities, including the treatment and medical management of persons co-infected with TB and HIV, to the Care and Treatment Team Leader for the CDC Global AIDS Program (GAP) Botswana. Position is responsible for the design, implementation, coordination, and evaluation of a broad range of agency-funded TB/HIV program activities and studies required to implement the President’s Emergency Plan for AIDS Relief (PEPFAR) in Botswana. Job holder is the program advisor and program contact on TB/HIV

programs to the Botswana Ministry of Health (MOH), external partners and non-governmental organizations (NGOs) in the implementation of TB/HIV program activities and studies. The incumbent represents CDC/Botswana on TB/HIV issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Job holder serves as the Activity Manager for multiple (5-7) CDC-supported TB/HIV cooperative agreements in Botswana and coordinates funding, reporting, and administration with the extramural team to assure projects are conducted and USG funds are appropriately utilized. The job holder is a primary contributor to the planning, development, and review of the TB/HIV components of the annual Country Operational Plan (COP) for Botswana. Identifies training needs and participates in the review and evaluation of training for partner organizations. Position is supervised by the Care and Treatment Team Leader.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

**I. Program Management**

**(70%)**

Prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with overall program objectives in support of the PEPFAR TB/HIV programs in Botswana. Serves as technical advisor to MOH in furthering their TB/HIV programs, focusing on non-duplication of services provided by USG agencies, cooperative partners and contractors. Works closely with host government Ministry of Health, international organizations and non-governmental organizations to influence other collaborative organizations engaged in TB/HIV programs to adopt appropriate strategies for their program activities.

Provides technical evaluation of cooperative agreement proposals for TB/HIV programs. Works with the CDC Procurement and Grants Office (PGO) and partner representatives to ensure that most current TB/HIV protocols are included in the signed agreement. Provides guidance and direction to grantees, program collaborators and contractors on management and implementation of cooperative agreement activities 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.

Working closely with MOH staff and other implementing partners, incumbent is required to monitor all programs under his/her purview to assure that the specific objectives for the program are achieved and/or appropriate remedial activities are instituted. In liaison with the Strategic Information (SI) unit, the position develops program evaluation strategies, methodologies and indicators for monitoring TB/HIV programs in accordance with standard guidelines and protocols. Position makes sure that appropriate data management systems to monitor health objectives and indicators for TB/HIV programs are in place and takes responsibility for the management of these systems within the TB/HIV Team. Provides advice and recommendations to SI unit and Team Lead in interpreting data on health objectives and indicators related to specific TB/HIV programs.

Monitors activities and collaborates with each partner organization on a regular basis to make sure program results are achieved and all TB/HIV 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. Draws attention to organizational needs such as inadequate medical supplies, equipment, facilities and staffing.

Provides updated technical information to partners as it becomes available. Recommends practical training courses for various target audiences on how to implement, monitor and evaluate TB/HIV programs, use monitoring and evaluation (M&E) data and report progress to key stakeholders. Reviews and evaluates training sessions to ensure partner staff is up-to-date with TB/HIV treatment and medical management protocols, including management and treatment of resistant strains of TB.

Responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on TB/HIV programs and strategies.

Leads site assessments of PEPFAR TB/HIV programs carried out by implementing partners of the USG. Collects data and prepares the technical assistance requests to be sent to the US Embassy PEPFAR managing body and/or CDC senior management and develops scopes of work as needed for the requests. Prepares oral and written reports on the progress of program activities. Readers of these reports include agency and post management, other agency PEPFAR officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually.

As the Activity Manager for at least 10 TB/HIV cooperative agreements and contracts in Botswana, job holder oversees the public health technical aspects in development of the Scope of Work (SOW), Funding Opportunity Announcement, review of applications, supplemental awards, and requests for extensions. In this capacity, the incumbent liaises with the agency grants and cooperative agreements technical specialists at post and in the U.S. on technical reviews and funding awards for at least 10 cooperative agreements annually, estimated at \$4.0 million per year. Once the cooperative agreement 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.

## **II. Administrative Management**

**(15%)**

Incumbent is responsible for providing oversight and monitoring the budgets allocated to TB/HIV implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriations, monitoring use of funds for adherence to proposed activities, quarterly budget status reports, following up on irregular findings, providing advice for realignments of budgets and accruals.

Job holder maintains files and records in the CDC office data collection system specific to the activities and programs for which the incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases related to TB and HIV/AIDS infection (particularly any information on named individuals). Other program files include reports, meeting summaries and minutes, copies of all cooperative agreements, research determinations, panels, and awards. Whenever possible, these records will be filed electronically and entered into the reference system.

Prepares and presents briefings for VIP visitors, participates in making arrangements for visits and serves as spokesman as required on matters within technical expertise. In coordination with the PEPFAR Country Coordinator, serves as control officer for site visits to TB/HIV program activities by agency and inter-agency PEPFAR officials.

Monitors and reviews the results achieved by 14 TB/HIV contractors and partners.

## **III. Interagency Coordination**

**(15%)**

As a regional and international expert on matters pertaining to TB/HIV, job holder represents CDC/Botswana at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials 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 proposals for TB/HIV programs at administrative and strategic planning meetings. This includes all USG agencies (Departments of State, Defense, and Health and Human Services, USAID and Peace Corps).

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 agency TB/HIV activities in Botswana.

May be required to serve as a member and advisor on national committees for TB/HIV 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. The committees help to ensure consistency in the implementation of best practices for TB/HIV activities on a national level. Based on information received in the national committees, job holder may recommend revisions to the Care and Treatment program policies and guidelines for TB/HIV activities and programs.

Serves on intra- and inter-branch PEPFAR projects, frequently taking the project lead role. These projects are generally

short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR taskings, etc. There tend to be 3-4 projects per year where position would take a lead role.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

### **a. Education**

Graduation from a recognized institution with a medical degree, followed by an internship and residency leading to registration as a licensed medical practitioner is required.

### **b. Prior Work Experience**

A minimum of 3 years of work experience in public health or clinical medicine, with significant experience managing TB and/or HIV programs.

### **c. Post Entry Training**

Professional seminars to expand knowledge, skills and abilities in TB and HIV/AIDS care and treatment, program evaluation, practices, procedures, and administrative and fiscal management. PEPFAR and agency-specific training in approaches to program design, implementation and reporting. Specific CDC-sponsored post entry courses required include: Project Officers Training – one week; Grants Management Training – one week; and Scientific Ethics – one 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 (fluency speaking, writing and reading) is required. Setswana language ability is an advantage.

### **e. Knowledge**

Comprehensive knowledge and experience in TB and HIV/AIDS issues, including medical management of co-infections and resistant strains of TB, care and support, counselling and interventions, testing, and treatment is required. An in-depth knowledge of the range of treatment, care and support programs, policies, regulations and precedents applicable to development and administration of national/international public health programs is required. Detailed 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 U.S. government TB and HIV/AIDS public health programs and strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of treatment, care and support programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

### **f. Skills and Abilities**

Excellent oral and written communications skills to develop and maintain effective, sustainable working relationships with national and international health partners are required. The ability to lead results-driven project teams and workgroups is 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. 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 other collaborative organizations engaged in TB/HIV care and treatment programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills in interpretation of program

monitoring and evaluation data are required. Numerical skills for data analysis are required.

## **16. POSITION ELEMENTS**

### **a. Supervision Received**

Assignment of tasks, direction, and review of activities and progress will be provided by the Care and Treatment Team Lead, CDC Botusa. However, as an expert in the field of TB/HIV treatment, care and support, 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.

### **b. Available Guidelines**

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 TB/HIV treatment, care and support 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 TB/HIV related services and activities.

### **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 position has no authority to make financial commitments.

### **e. Nature, Level and Purpose of Contacts**

Frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV/AIDS programs to coordinate and standardize prevention and care programs that achieve results specified in PEPFAR strategic objectives. External contacts are with senior medical personnel and program managers in the MOH, participating cooperative agreement partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of TB/HIV treatment, care and support programs. 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**

Position has no direct supervisory responsibilities but as an Activity Manager for multiple cooperative agreements, the job holder will be expected to give direction to contractors, guidance to 3-5 team members of technical assistance consultancies to PEPFAR NGO's and the position has a results-oriented working relationship with 14 partners, contractors, and/or host country employees.

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

The incumbent will have one year to adequately perform the full range of duties expected of the position.