

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	Human Capacity Development Officer	11		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Human Capacity Development Officer	7. NAME OF EMPLOYEE Vacant
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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. _____ 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 Human Capacity Development (HCD) Program Officer serves under the supervision of the Associate Director for GAP and receives guidance and direction from the HCD Advisor, and collaborates with the in country HCD Advisor in planning and managing the health system strengthening portfolio for PEPFAR Botswana. This includes support to government and non-governmental organizations in Botswana in the areas of human resource management, training and curriculum development, and other areas of human capacity development and systems strengthening. With direction from the HCD Advisor, job holder provides planning, oversight, management, and monitoring of assigned projects in the US Government-funded health systems strengthening portfolio in Botswana. The incumbent serves as the Activity Manager for multiple (5-6) projects and funding mechanisms, such as cooperative agreements and contracts, in assigned portfolio. In collaboration with the HCD Specialist, provides advice and technical assistance to the Government of Botswana institutions

and collaborating partners on the development, strengthening and implementation of policies and programs to support training, human capacity development and systems strengthening in the health sector. The incumbent is a key participant in the development of the annual country operating plan (COP) for Botswana, and co-facilitates the USG Health System Strengthening (HSS) technical work group. The HCD Officer also serves as a training advisor to the USG PEPFAR team and to the Government of Botswana and other collaborating partners.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Cooperative Agreement Management and Oversight

35%

Incumbent serves as Activity Manager for multiple (5-6) projects and funding mechanisms, such as cooperative agreements and contracts related to health system strengthening and human capacity development. Examples of Projects include: \$400,000 contract with the Institute of Development Management to provide management training to HIV managers in the public sector and civil society; a \$600,000 project through the government cooperative agreement to revamp the health-care system in Botswana by developing an Integrated Health Service Plan/Strategy; and a \$650,000 cooperative agreement project with an international partner to build capacity within the HIV Training Unit at the Ministry of Health by employing staff, developing guidelines and standards, setting up an on-line resource centre and evaluating the lay counsellor cadre of health-care workers.

The job holder works closely (at the ground level) with local partners for the achievement of objectives and outputs through these local collaborators. The job holder gives technical advice and direction to grantees, program collaborators and contractors in the management and implementation of grants, contracts and cooperative agreements, ensuring consistency with PEPFAR policies and host country policies and regulations.

The job holder monitors implementation activities of each collaborating partner organization on a regular basis and evaluates progress toward meeting project objectives, revising work plans as needed. This involves conducting site visits to hospitals, clinics, and other HIV/AIDS intervention delivery locations at the regional, district and community levels and meetings with representatives of each organization to review program implementation and progress. Job holder encourages incorporating best practices into project activities and draws attention to inadequate facilities, training deficiencies and/or staffing.

The job holder drafts technical requirements for program announcements for cooperative agreements and contracts supporting human capacity development and systems strengthening in the Botswana health sector. Reviews cooperative agreement applications from partner agencies for technical soundness and appropriateness of budget requests. Participates with partners in the development of work plans for implementation of activities following cooperative agreement awards. Monitors and reviews the status of budget expenditures on a quarterly basis and adherence to CDC Government of Botswana, and USG policies, procedures and regulations.

Job holder maintains files and records specific to the activities/programs for which the incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases. Other program files include reports, meeting summaries and minutes, copies of all cooperative agreements/contracts, research determinations, panels and awards. Whenever possible, these records will be filed electronically and entered into the reference system.

Job holder prepares regular and ad hoc oral and written reports to the Associate Director, Country Director, inter-agency

PEPFAR committees and other interested parties on the progress of PEPFAR HCD program activities. These written reports are also used in reports to U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Routine reporting responsibilities are monthly, quarterly and annually. Job holder also provides updated technical information to partners as it becomes available.

Planning and Policy Coordination

35%

The incumbent co-facilitates the USG Health System Strengthening (HSS) technical work group, which is responsible for development, implementation, and evaluation of the policy and systems strengthening portfolio and development of financial commitment targets for HCD programs under PEPFAR. Establishes effective, ongoing working relationships with key managers and other key staff of NACA, different Ministries, USG Agencies, bilateral and multilateral AID agencies, NGOs and CBOs and encourages appropriate strategies for their program activities.

This position takes an active role in coordinating the annual COP development process in the PSS thematic area, which sets the vision for the annual plan for USG-supported human capacity development and systems strengthening activities for the Botswana health sector. The incumbent is a key participant in the development of the annual budget for human capacity development (HCD) and systems strengthening activities supported by the USG under the COP. Develops budget justifications for budget requests and participates in setting budget allocations to partners for funds supporting HCD and systems strengthening activities. Assists with the consolidation, review and final editing of the HCD portion of the annual COP submission, semi-annual reports, and annual reports to OGAC.

The incumbent serves as a key contact for Government of Botswana and other collaborating partners in maintaining alignment of PEPFAR priorities as reflected in the COP with the priorities of the collaborating partners on issues and policies related to human capacity development and systems strengthening in the Botswana health sector. Coordinates the development, implementation and evaluation of action plans for human capacity building and system strengthening projects in assigned portfolio.

Technical Assistance and Evaluation

30%

The job holder serves as an expert technical resource for training and other capacity development activities to the PEPFAR intra-agency team, external collaborating partners, and the Government of Botswana institutions. Consults with different Ministries on the development and implementation of a strategic plan for human resource development of the approximately 10,000 health sector personnel in Botswana. Serves a coordinating role in standardizing activities of the collaborating partners and providing appropriate linkages to other available PEPFAR resources for technical assistance in implementation of HCD activities.

The incumbent is a key USG contact for collaborating partners in the development of sustainable mechanisms for monitoring and evaluating in-service trainings related to HIV/AIDS and beyond. Assists in the development of information system tools to monitor training activities and assists government officials at the District and local levels to measure the effectiveness of training programs.

In collaboration with USG technical leads, provides technical assistance and oversight to national agencies in Botswana

(e.g., NACA, Government Ministries, and non-governmental organizations), international agencies (e.g., WHO, UNAIDS, UNICEF), and international partners (e.g., Harvard, Baylor, UMDNJ) to identify, evaluate and develop training materials to support human capacity development and training of personnel in the health sector. These activities include capacity development for medical schools and nursing schools; professional training for clinicians and nurses, pharmacists, laboratory personnel, and social workers; and infrastructure support for technical improvements such as video-conferencing.

Represents the USG and PEPFAR interests at partner meetings on human capacity development activities, when requested. Explores the potential for partnership with other international donor agencies for supporting human capacity development activities in the interest of the USG and PEPFAR.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

The position requires a bachelor's level degree (or equivalent) in public health, behavioral or social science, medical science, other health or allied health field.

b. Prior Work Experience

A minimum of seven years of working experience in a program which includes significant responsibilities in human resource management, training or human capacity development is required. HIV program management and experience is also required.

c. Post Entry Training

Ongoing continuing education and professional seminars to expand knowledge, skills, and abilities in HCD program evaluation, practices, procedures, and administrative and fiscal management. Specific CDC-sponsored post entry courses required include: Project Officers Training – one week; Grants Management Training – one week; and Scientific Ethics – one week; and IT Security Training – 2 days.

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

Level IV English (reading, writing and speaking) is required.

e. Knowledge

The incumbent serves as a subject matter expert in human capacity development and systems strengthening, including in-depth knowledge of training methods, curricula development, and their application in the context of HIV/AIDS training and workforce development. The job holder 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, the health sector workforce environment at the national, regional, district and community level in Botswana, and the activities of collaborating and other donor agencies in Botswana with human capacity development program activities. The incumbent must also have an in-depth understanding of the structure and functions of CDC Botswana, including knowledge of CDC's role in support of the President's Emergency Plan for AIDS Relief (PEPFAR) and CDC and USG policies, guidelines and procedures for administration of cooperative agreements.

f. Skills and Abilities

The position requires outstanding interpersonal and communication skills for establishing and maintaining effective working relationships with a wide variety of collaborating partners in program manager level positions. The incumbent must have sound judgment and excellent analytical skills to independently resolve problems, overcome barriers to program implementation, and make appropriate decisions and recommendations related to program policy and implementation. The position requires accomplished writing skills and keyboarding (both speed and accuracy) and computer skills with standard knowledge of office software applications, including word processing and spreadsheets.

Budget oversight requires a standard level of numerical skills.

16. POSITION ELEMENTS

a. Supervision Received

The incumbent works independently under the general supervision of the Associate Director for Global AIDS Program, who establishes broad program outcome strategies and goals. The incumbent also receives guidance and direction from the HCD Advisor, but as a technical specialist, 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.

b. Available Guidelines

Written CDC and USG policies and guidelines for management of cooperative agreements, PEPFAR guidelines, and technical literature related to incumbent's area of expertise.

c. Exercise of Judgment

The position requires the incumbent to use excellent judgment in carrying out the full range of responsibilities with a minimum of oversight, and he/she will independently resolve the great majority of routine and complex problems encountered. Sound judgment is also required in developing and maintaining program manager level host country contacts.

d. Authority to Make Commitments

The incumbent co-facilitates the USG Health System Strengthening technical work group. 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

The incumbent will have regular contact with all levels of CDC Botswana staff to carry out administrative and technical responsibilities and duties and will be required to establish and maintain close working relationships with program officer and program manager level staff of other USG, MOH and donor agencies 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

One year.