

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> Gaborone, Botswana	<b>2. AGENCY</b> CDC	<b>3a. POSITION NO.</b> CDC-75 ( WebPass#100168)
--------------------------------------	-------------------------	---

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED**

**AFTER THE "YES" BLOCK.**     **Yes**    CDC-109 (Web Pass # 100568)     **No**

**4. REASON FOR SUBMISSION**

a. Redescription of duties: This position replaces

Position No. \_\_\_\_\_, \_\_\_\_\_ (Title \_\_\_\_\_ (Series \_\_\_\_\_ (Grade \_\_\_\_\_))

b. New Position

c. Other (explain) New position reprogrammed from CDC-75

<b>5. CLASSIFICATION ACTION</b>	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Laboratory Technical Advisor , FSN-501	11	CJF III	02/21/2012
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Laboratory Technical Advisor	<b>7. NAME OF EMPLOYEE</b>
--	----------------------------

<b>8. OFFICE/SECTION</b> CDC (GAP)	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<p><b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b></p>   <p>_____ Typed Name and Signature of Employee      Date(mm-dd-yyyy)</p>	<p><b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b></p>   <p>_____ Typed Name and Signature of Supervisor      Date(mm-dd-yyyy)</p>
--	---

<p><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></p>   <p><u>Beverly Nolt</u> Typed Name and Signature of Section Chief or Agency Head      Date(mm-dd-yyyy)</p>	<p><b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b></p>   <p><u>Charlie J. Franta III</u> Typed Name and Signature of Admin or Human Resources Officer      Date(mm-dd-yyyy)</p>
---	--

### 13. BASIC FUNCTION OF POSITION

The Laboratory Technical Advisor serves under the direction of the Care and Treatment Team Lead to provide scientific and technical laboratory support to the Botswana Ministry of Health (MOH) and other partners for programs under the President's Emergency Plan for AIDS Relief (PEPFAR). The job holder provides comprehensive technical, administrative and managerial advice and assistance in support of building laboratory capacity, including training and mentoring of laboratory staff, establishing and expanding internal and external laboratory quality assurance programs, establishing the Laboratory Information System (LIS), strengthening the laboratory infrastructure, and monitoring and evaluating progress in meeting laboratory program goals and objectives. Collaborates with partners to establish quality management standards for public health laboratories in Botswana and standardized operating procedures for conducting laboratory tests used in diagnosing and monitoring treatment for HIV infection and related infections. The incumbent provides advice and technical assistance to the MOH and other USG partners in facilitating and teaching training sessions for laboratory staff supporting HIV care and treatment projects in Botswana. Monitors and evaluates laboratory support for HIV/AIDS activities supported by CDC and recommends improvements, as needed. Serves as the Activity Manager for multiple (5) cooperative agreements to support HIV laboratory programs and activities in Botswana.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

#### % OF TIME

#### Technical Assistance

40%

In conjunction with the Laboratory Consultant provides technical assistance and oversight to the MOH in establishing priorities, goals, and objectives consistent with CDC, PEPFAR and the host country and ensuring that they are followed. Develops strategies for and assists in expanding the implementation of quality management standards for laboratories and standard operating procedures for laboratory tests used to support HIV diagnosis, prevention, care and treatment.

Provides advice and assistance to the MOH at the Program Officer and Laboratory Director levels to develop and implement strategies for establishing and implementing internal and external quality assurance standards and operating procedures, including specimen management, operating procedures, documentation, management of laboratory accidents, staffing, inventory, and reagent procurement. Communicates with laboratory staff at CDC in Atlanta to resolve particularly complex technical issues related to laboratory support.

Provides technical assistance and scientific support in the development and implementation of the national Laboratory Information System (LIS). Provides technical guidance in ensuring the validity of data and determining access rights to the database. The LIS is a database which, when fully implemented, will contain information on laboratory supply usage and multiple laboratory test results (e.g., serology, microbiology, cytology, Cd-4 counts, viral load, etc) for patients on anti-retroviral (ARV) therapy, infants in the PMTCT program, and TB patients.

Assists in standardization of lab equipment and maintenance assistance and provides technical specifications for procurement of essential laboratory equipment and supplies. Provides technical assistance on the architectural, structural, security and biohazard design aspects of on-going work related to laboratory renovation and establishment of new laboratories.

Facilitates procurement of equipment and supplies through CDC channels to enhance laboratories operating within the host country. Provides guidance to laboratories requisitioning equipment and supplies on the international market. Collaborates with the Laboratory Technician and Supply Chain Management System (SCMS) in identifying expendable laboratory supply needs and inventory levels. Recommends inventory levels for expendable laboratory supplies (e.g., test kits, gloves, pipettes, etc.)

**Monitoring and Evaluation****25%**

Conducts site visits to monitor HIV/AIDS laboratory support activities conducted by CDC/GAP collaborators in Botswana. Reviews HIV/AIDS laboratory quality assurance procedures, record keeping procedures, and testing algorithms for conformance to recommended standards. Analyzes HIV/AIDS laboratory services to assess needed enhancements, internal and external quality assurance procedures, testing algorithms, and national capacity to provide reference support to satellite laboratories.

Evaluates activities of implementing collaborators in terms of reaching agreed upon cooperative agreement goals, objectives and timeframes for project activities. Recommends actions to enhance and improve HIV/AIDS laboratory support services. Keeps the Care and Treatment Team Leader apprised of any significant issues related to monitoring and evaluation of laboratory support activities.

Assists implementing partners in analyzing and evaluating progress in the implementation of laboratory support programs and activities. Assists in developing tools and program indicators for monitoring and evaluating laboratory support activities. Reviews quarterly, semi-annual and annual narrative and financial reports from grantees. Develops reports analyzing and summarizing progress in meeting laboratory program goals and objectives. Presents reports and findings at meetings and conferences.

**Training****15%**

Collaborates with external partners (e.g., I-TECH, APHL) in identifying training needs for HIV laboratory support staff. Recommends appropriate training for staff of collaborating partner organizations. Assists in arranging for staff to attend appropriate seminars, workshops, training courses and on-the-job training to enhance their HIV laboratory testing skills and knowledge.

In collaboration with external partners, provides leadership, technical assistance, and oversight in the development and teaching of training courses for laboratory staff. Assists in developing HIV laboratory training materials and delivers training by teaching modules in formal laboratory training courses.

Conducts follow-up site visits to laboratories to assess training effectiveness, including implementation of lessons learned and implementation of quality assurance standards and policies, methods and procedures taught in the training courses.

**Program Management and Administration****20%**

Serves as the Activity Manager or Contracting Officer's Representative (COR) for cooperative agreement laboratory projects. In this capacity, takes a major technical role in development of the Funding Opportunity Announcement, review of applications, supplemental awards, and requests for extensions. Liaises with the agency grants and cooperative agreements technical specialists at post and in the U.S. on technical reviews and funding awards for grants/cooperative agreements, estimated at \$5 million per year. Once 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. Makes funding recommendations based on technical merit of the proposed activities and consistency of budget requests with the intended use of funds.

Provides guidance and direction to program manager and program officer staff of the MOH in planning and implementing laboratory activities supporting CDC-funded PEPFAR programs in Botswana. Participates in preparing and presenting briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serves as spokesperson for laboratory programs as required.

Serves as control officer for site visits for agency and inter-agency PEPFAR officials to CDC-supported laboratory programs.

Participates in the development, review and editing of the laboratory components of the PEPFAR Country Operational Plan (COP) for Botswana. Assists in ensuring that COP narrative reports from partners conducting laboratory activities conform to national guidelines, CDC technical strategies, and the PEPFAR goals and principles related to HIV laboratory training and infrastructure strengthening. Participates in the development, review and editing of the semi-annual and annual reports to the Office of the Global AIDS Coordinator (OGAC) for laboratory support activities.

Standardizes testing protocols for diagnostics and surveillance. Develops and updates national guidelines for laboratory systems at all levels of operation. Designs safety and anti-contamination strategies according to international standards. Develops reports analyzing and summarizing progress in meeting laboratory program goals and objectives.

Develops reports analyzing and summarizing progress in meeting laboratory program goals and objectives. Presents reports and findings at meetings and conferences.

Job holder gives technical advice and direction to grantees, program collaborators and contractors on management and implementation of grants, contracts and cooperative agreements. This ensures consistency with PEPFAR policies and host country policies and regulations.

Job holder maintains laboratory related files and records specific to the activities/programs for which incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to HIV/AIDS infection (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of grants and cooperative agreements/contracts, research determinations, panels and awards. Whenever possible, these records will be filed electronically and entered into the reference system.

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

a. Education:

The position requires a Bachelor's level degree in laboratory sciences or a related field.

b. Prior Work Experience:

The position requires seven years of experience in medical laboratory sciences, including at least two years of supervisory experience

c. Post Entry Training:

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 is required.

e. Job Knowledges:

The position requires an advanced knowledge of laboratory procedures and methodologies used in testing for HIV infection, staging HIV disease, laboratory monitoring for response to ART, as well as a complete understanding of equipment used for specialized laboratory procedures. The job holder must have a comprehensive knowledge of the host country operational environment, including a detailed knowledge of the structure and operations of the MOH, the public health laboratory environment at the national, regional, district and community level in Botswana, and the activities of collaborating and other donor agencies in Botswana with respect to HIV laboratory support program activities. The incumbent must also have a full 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

f. Skills and Abilities:

The position requires the ability to translate medical laboratory knowledge into effective support activities for HIV prevention and care programs and outstanding interpersonal and communication skills for establishing and maintaining effective working relationships with a wide variety of collaborating partners in program manager and program officer 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 experience in using agency specific databases and use of advanced spreadsheet functions. Budget oversight and statistical report requires standard level of numerical skills.

## **16. POSITION ELEMENTS**

a. Supervision Received:

The incumbent works independently under the general supervision of the Care and Treatment Team Lead, 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

b. Supervision Exercised:

None

c. Available Guidelines:

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

d. 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 routine problems and all but the most complex problems encountered. Sound judgment is also required in developing and maintaining program manager and program officer level host country contacts.

e. Authority to Make Commitments:

The incumbent represents CDC and the USG on laboratory support issues to collaborating partners and host country officials. 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.

f. 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 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.

- g. Time Expected to Reach Full Performance Level:  
One year.