

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				
b. Other				
c. Proposed by Initiating Office	Laboratory Technician	FSN-8		

6. POST TITLE POSITION (if different from official title) Laboratory Technician	7. NAME OF EMPLOYEE New Position
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8. MISSION US Embassy, Gaborone	b. Second Subdivision
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a. First Subdivision CDC, Gaborone	c. Third Subdivision
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<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>_____ Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>
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<p>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.</p> <p>Thierry Roels, M.D. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p>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.</p> <p>_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>
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13. BASIC FUNCTION OF POSITION
See Attached.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**
See Attached.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

The position requires a 3-year diploma in laboratory science or a related field from a recognized program.

b. Prior Work Experience

The position requires five years of experience in medical laboratory sciences.

c. Post Entry Training

Ongoing continuing education and professional seminars to expand knowledge, skills, and abilities in laboratory practices, procedures, quality assurance, documentation and evaluation will be required post-entry. In addition, specific job-related training will be provided through formal training in CDC-sponsored courses and through other specialized training, as appropriate.

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 advanced knowledge of laboratory procedures and methodologies used in testing for HIV infection, staging HIV disease, laboratory monitoring for response to ART, laboratory procedures and 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 public health issues commonly encountered in the implementation of laboratory support activities in Botswana. The incumbent must have a full understanding of the structure and functions of CDC Botswana, including knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR).

f. Skills and Abilities

The position requires well-developed skills in applying complex laboratory procedures and methodologies in support of HIV prevention and care programs. The incumbent must also have good interpersonal and communication skills for establishing and maintaining effective working relationships with a wide variety of collaborating partners in laboratory technician and laboratory chief 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.

16. POSITION ELEMENTS

a. Supervision Received

The incumbent works under the general supervision of the Laboratory Technical Advisor, 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 implementing activities and resolving problems to accomplish desired program outcomes.

b. Available Guidelines

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

c. Exercise of Judgment

The position requires the incumbent to use excellent judgment in carrying out the full range of responsibilities with limited oversight, and he/she will independently resolve routine and many 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 laboratory support 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 laboratory technicians and laboratory chief 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.