

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST U. S. Embassy, 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	Monitoring and Evaluation Program Officer	FSN-11		

6. POST TITLE POSITION (if different from official title) Monitoring and Evaluation Program Officer	7. NAME OF EMPLOYEE New
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8. MISSION U.S. Embassy, Gaborone	b. Second Subdivision
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a. First Subdivision CDC Botusa	c. Third Subdivision
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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. Thierry Roels, M.D. _____ 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 Monitoring and Evaluation Program Officer works under the supervision of the Strategic Information (SI) Team Leader and in collaboration with the Surveillance Advisor and Monitoring and Evaluation Advisor and serves as a key public health advisor and CDC contact for monitoring and evaluation of HIV program activities, surveillance efforts, and HIV operational research projects in Botswana. Job holder provides advice, guidance and direction to the Botswana Ministry of Health (MOH), National AIDS Coordinating Agency (NACA), local government and other collaborating in the implementation and strengthening of monitoring and evaluation of HIV program activities, surveillance efforts and operational research projects in Botswana. Manages the BOTUSA Information Management System (BIMS) database, including regular updating of data reported to BIMS, report generation from the BIMS database and dissemination of results. Incumbent serves as the Activity Manager for assigned Strategic Information components of multiple CDC-supported cooperative agreements and funding instruments in Botswana, and coordinates funding, reporting, and administration with the extramural team to assure that projects are conducted and USG funds are appropriately utilized.

The job holder has a key role in the development and review of the monitoring and evaluation and surveillance components of the annual Country Operational Plan (COP) for Botswana. The program officer assists in identifying and recommending new evaluation strategies and in the development of improved program indicators and monitoring tools to enhance monitoring and evaluation of HIV program activities. Monitors and evaluates progress of assigned projects, identifying technical, personnel, logistical, and financial problems and makes or recommends revisions as necessary to overcome obstacles and constraints to progress. Identifies training needs and participates in the development and implementation of training courses for partner organizations. The incumbent represents CDC Botswana on monitoring and evaluation and surveillance issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

I. Program Management

(65%)

Develops and maintains effective liaisons with program manager and program officer staff in MOH, NACA and other implementing partner organizations to ensure that timelines and quality standards for implementation of program activities are met. Provides technical assistance and consultation to collaborating partners on specific surveillance projects and M&E activities. Identifies staff training needs in implementing partner organizations and facilitates and participates in the planning and development of training programs, manuals, and educational materials to address identified needs. Builds staff capacity through mentoring. Keeps up to date with scientific developments, innovations, best practices and new approaches in area of expertise.

Job holder represents CDC Botswana for surveillance and M&E issues at various technical, policy and strategic planning meetings with the MOH and other collaborators and works to influence collaborating partners to adopt appropriate evaluation strategies for their program activities. Acts as a technical resource on matters pertaining to surveillance and monitoring and evaluation of HIV prevention and care programs. Develops technical requirements for Scope of Work (SOW) for contracts to support data collection and data management projects. Participates in the technical review of proposals.

Provides technical assistance to the MOH, NACA and other external partners in the development of appropriate program indicators and implementation of effective evaluation strategies, tools, reporting instruments and systems to effectively monitor and evaluate program activities and to: 1) enable CDC Botswana, MOH and other partners to improve intervention strategies and programs to reduce HIV risk behaviors; 2) improve the treatment, care and support of HIV/AIDS patients; 3) conceive and develop operational research and surveillance programs; and 4) improve organizational capacity to monitor and evaluate the process, outcome, and impact of HIV prevention and care programs. Job holder's technical assistance to the Government of Botswana (GOB) serves to improve the ability of GOB to monitor and evaluate HIV program activities and implement best practices for monitoring and evaluating HIV programs. Recommends revisions to strategies and activities as appropriate. Serves as a key advisor to collaborating partners in planning, protocol writing, obtaining required clearances and data analysis for specific projects. Collaborates closely with CDC supported partners to provide regular program analyses and reporting as required.

Incumbent oversees assigned cooperative agreement activities and collaborates with funding recipients providing substantial USG involvement to ensure that grantees are meeting stated objectives under the cooperative agreement. Ensures that supported activities at multiple delivery sites conform to national standards, guidelines and CDC technical strategies 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. Identifies and corrects problems, barriers, and issues impeding the effective implementation of monitoring and evaluation program activities. Serves as a technical resource in the programmatic area to GOB and other collaborating partners.

Leads site assessments of PEPFAR surveillance and operational research projects carried out by implementing partners of the USG. Ensures adherence to established work plans and CDC and PEPFAR guidelines, policies and priorities. Collects data and prepares the technical assistance requests to be sent to the US Embassy PEPFAR managing body and/or designated agency leaders 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.

Provides updated technical information to partners as it becomes available. Designs practical training courses for various target audiences on how to implement, monitor and evaluate HIV/AIDS prevention, care and treatment programs, use M&E data and report progress to key stakeholders. Conducts informal training sessions to ensure partner staff is up-to-date with monitoring and evaluation and surveillance protocols.

Responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on monitoring and evaluation and surveillance strategies.

II. Administrative Management

(25%)

Manages strategic information collection and reporting process, ensuring personal data integrity and security of information in the reporting databases are carefully guarded. Responsible for the development, implementation and ongoing maintenance of technical and administrative program files for monitoring and evaluation and surveillance activities. Program files include reports, meeting summaries and minutes, copies of all cooperative agreements, research determinations, panels, and awards.

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

Job holder is a key advisor in the planning and development of surveillance and evaluation strategies and program indicators included in the annual COP for Botswana. Job holder has a primary role in compiling and editing program activities for the COP. Reviews assigned components of the plan and recommends revisions as needed. Recommends monitoring and evaluation (M&E) and surveillance program activities to the SI Team Leader. Participates in developing technical requirements for funding opportunity announcements (FOAs) for assigned cooperative agreements supporting SI program activities. Conducts technical reviews of cooperative agreement applications and makes funding recommendations based on technical merit of the proposals and consistency of budget requests with the intended use of funds. Participates with external partners in the development of work plans for implementation of activities following cooperative agreement awards. Reviews requests for supplemental financial assistance and reprogramming of funds for assigned projects and makes recommendations based on technical merit.

Job holder plays a key role in the design and development of operational research, surveillance projects, and M&E program activities, including improved program indicators and more effective evaluation strategies and methods designed to expand and improve the quality of data for evaluating HIV prevention and care programs. Surveillance projects include HIV incidence and prevalence surveys, behavioral surveillance projects, mortality surveillance and anti-retroviral (ARV) drug resistance surveillance. Provides advice and technical assistance to GOB and other in-country partners in the development of protocols and procedures for surveillance projects and monitoring and evaluation projects.

Manages the BOTUSA Information Management System (BIMUS), including regular updating of data reported to BIMUS by collaborating partners, updating the software used for the system, generating and disseminating reports, and recommending user access to the system. Assists in assuring and maintaining the quality of data in the database. The BIMUS contains descriptive information on approximately 200 PEPFAR projects; five to six program targets for each project, monitored on a quarterly basis; and financial information for each project, reported quarterly.

III. Interagency Coordination

(10%)

Job holder represents CDC Botswana for surveillance and M&E issues at various technical, policy and strategic planning meetings with the MOH and other collaborators and works to influence collaborating partners to adopt appropriate evaluation strategies for their program activities. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

Acts as a technical resource on matters pertaining to surveillance and monitoring and evaluation of HIV prevention and care programs. Develops technical requirements for Scope of Work (SOW) for contracts to support data collection and data management projects. Participates in the technical review of proposals.

Represents the agency in discussing and developing financial commitment proposals for HIV strategic information programs at administrative and strategic planning meetings. This includes all USG agencies (Departments of State, Defense, and Health and Human Services [including Centers for Disease Control and Prevention and the Health Resources and Services Administration] USAID, and Peace Corps).

Serves as a member and advisor on national committees for HIV/AIDS strategic information 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 HIV Prevention on a national level. Based on information received in the national committees, job holder may recommend revisions to the Strategic Information Team program policies and guidelines for evaluation and surveillance data collection and reporting issues.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Graduation from an accredited university with a master's level degree in epidemiology, public health, statistics, or monitoring and evaluation.

b. Prior Work Experience

A minimum of 3 years of relevant work experience with 1-2 years of experience in planning, implementing, monitoring and evaluating HIV or relevant public health program activities is required. Experience in Botswana is an advantage.

c. Post Entry Training

Ongoing professional certification seminars focusing on changing surveillance and strategic information 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: 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 and Setswana are required.

e. Knowledge

The incumbent serves as a regional expert on surveillance and the monitoring and evaluation of HIV prevention and care program activities and must have an in depth knowledge of epidemiology and the principles of evaluation of public health programs. A good working knowledge of statistics and data analysis is required. Comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Good working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of treatment programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required. Good working knowledge of statistics and data analysis is required.

f. Skills and Abilities

Strong oral and written communications skills are 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. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. 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 HIV counseling and testing programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required.

16. POSITION ELEMENTS

a. Supervision Received

Assignment of tasks, direction, and review of activities and progress will be provided by the Strategic Information Team Lead, CDC BOTUSA. However, as an expert in the field of surveillance and HIV program evaluation, the incumbent will be expected to function with minimal supervision. Completion of tasks and assignments will be reviewed regularly through results achieved, 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 HIV/AIDS surveillance and monitoring and evaluation projects and activities 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 HIV/AIDS related services and activities. Incumbent works with minimum supervision and must exercise wide and independent judgment in interpreting and enforcing guidance and regulations. Must be able to analyze very complex, sensitive issues and make recommendations to senior management.

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/ADS programs to coordinate and standardize surveillance and monitoring and evaluation programs that achieve results specified in PEPFAR strategic objectives. External contacts are with senior 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 HIV surveillance and monitoring and evaluation 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

The position has no direct supervisory responsibilities. The employee will be expected to give direction and guidance to team members of technical assistance consultancies to PEPFAR NGO's and the position has a results-oriented working relationship with 7-8 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.