

POSITION: PUBLIC HEALTH SPECIALIST (HIV TECHNICAL ADVISOR)

BASIC FUNCTION OF POSITION

The mandate of CDC is to support the implementation of activities funded through the President's Emergency Plan for HIV/AIDS Relief (PEPFAR) led by in Burma by the United States Embassy in Rangoon. CDC's current portfolio of activities includes supporting the national response to HIV/AIDS, with a specific emphasis on providing technical assistance in several technical areas including: HIV/AIDS care and treatment; laboratory systems strengthening; and strategic information including supporting epidemiological surveillance and monitoring of the epidemic.

Under the direct supervision of the CDC PEPFAR Country Director, the Public Health Specialist (CDC PEPFAR HIV Technical Advisor) provides comprehensive public health technical, administrative/managerial advice and assistance in support of HIV clinical and laboratory services activities supported by the President's Emergency Plan for AIDS Relief (PEPFAR). Responsibilities include day-to-day program management and provision of technical assistance and supportive mentoring to Ministry of Health counterparts on internationally recognized best practices in clinical services for HIV/AIDS including laboratory systems strengthening. The HIV Technical Advisor will represent CDC in technical, policy and strategic planning meetings and technical working groups, and will participate in technical meetings with collaborators and donor agencies.

MAJOR DUTIES AND RESPONSIBILITIES

1. Technical Assistance Supportive Mentoring (45%):

Provides technical assistance and supportive mentoring to Ministry of Health (MOH) counterparts and CDC implementing partners on the development, implementation and monitoring of HIV/AIDS clinical services activities including HIV diagnosis and provision of high-quality care and antiretroviral therapy (ART), including laboratory systems strengthening. Supports activities related to the planned expansion of ART in Burma, including providing technical advice related to clinical staging, initiating treatment, and managing complex health conditions. Works with the World Health Organization (WHO) and other technical partners to implement formative guidelines and conduct

training on HIV/AIDS clinical services. Supports the use of site monitoring tools to assess and improve service delivery at public and private HIV treatment sites.

Works with the MOH and the National AIDS Program (NAP) to develop normative guidance in key areas including HIV treatment regimens; develop and review protocols and standard operating procedures for decentralizing and expanding ART sites; train NAP staff on new guidelines and provide supportive supervision related to program implementation; develop robust and effective referral systems; and support integrating HIV clinical and laboratory services into the health sector.

Strengthens the availability and use of strategic information for planning and resource mobilization; and supports laboratory systems at national and sub-national level to ensure high-quality HIV testing and clinical monitoring of patients receiving ART at service delivery sites.

2. Program Management (35%):

Serves as technical manager for CDC Burma grants, contracts and cooperative agreements; coordinates and participates in technical reviews of partner project submissions and funding allocation during the review and development process; works with CDC implementing partners to develop work plans and budgets for implementation of activities; works with partners to review progress and identify issues and problems with implementation of activities. Provides technical guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to be consistent with CDC policies and guidance and host country policies and regulations.

Monitors partner activities on a regular basis to ensure goals and objectives are being met and that protocols are followed. Conducts periodic site visits and meetings with representatives of each organization to review progress and provide updated technical information. Reviews and gives feedback on all data generated by partners on a quarterly/semi-annual basis, and uses the results of the data reviews develops partner specific strategies to address challenges in implementation. Collaborates with local partners to make sure that program results are achieved and that all appropriate programmatic activities and study protocols meet human subject requirements and

pass through ethical review with the appropriate agency authority.

Provides oversight and monitoring of the budgets allocated to clinical services implementing/cooperative agreement partners; reviews budget requests for appropriateness, monitors use of funds for adherence to proposed activities, conducts quarterly pipeline reviews/budget status reports, follows up on irregular findings, and provides advice for realignments of budgets, accruals, etc.

3. Interagency Coordination (20%):

Represents CDC and USG PEPFAR Burma team at technical, policy and strategic planning meetings related to HIV clinical services, including meetings with collaborators and donor agencies. Briefs senior staff, PEPFAR country team and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties. Serves as a member or rotating chair on interagency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG PEPFAR clinical services activities in Burma.