

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">CDC COTE D'IVOIRE</p>	3a. Position Number
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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. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) FSN-501 (Grade) 10

b. New Position Pediatric Care & Treatment and Nutrition Services Advisor

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Pediatric ARV Technical Advisor, FSN-501	10		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">Pediatric ARV Advisor</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">CDC/PEPFAR, COTE D'IVOIRE</p>	a. First Subdivision
b. Second Subdivision <p style="text-align: center;">Care and Treatment Branch</p>	c. Third Subdivision

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

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.	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.
_____ Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	_____ Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)

13. Basic Function Of Position
 The Pediatric Care and Treatment and Nutrition (Ped. C,T&N) Program Advisor works under the direction of the PEPFAR Health Facility-Based Care and Treatment Deputy Branch Chief and is a key public health advisor to the Care and Treatment Branch Chief and CDC Country Director. The incumbent will be primarily responsible for technical leadership and providing Pediatric care and treatment and Nutrition program recommendations and technical support to the President's Emergency Plan for AIDS Relief (PEPFAR).
 (See addendum)

14. Major Duties and Responsibilities 100 % of Time

"Leads CDC/PEPFAR in implementing programs to deliver effective Pediatric care and treatment, and Nutrition (Ped CT&N) services and strategies. Collaborates with other CDC/PEPFAR technical staff on the design and implementation of these strategies, including ensuring high quality interventions and process and outcome evaluations. Plans, oversees, and coordinates with MOH and PEPFAR implementing partners providing facility-based and community-based Ped CT&N services.

Coordinates with the other technical advisors in the Care and Treatment Branch in the development, refinement and evaluation of Ped CT&N service delivery networks.

(See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

MD or doctoral-level (PhD/DrSc/DrPh) advanced degree in the biological, behavioral, or social sciences is required.

b. Prior Work Experience

Minimum of 05 years of progressively responsible experience providing support/guidance to regional and/or national level Pediatric care and treatment and/or Nutrition services, including at least three years experience designing and managing public sector programs in the developing world.

c. Post Entry Training

On-going professional certification seminars focusing on changing Pediatric care and treatment, and Nutrition treatment protocols. Technical updates focusing on Maternal and Child Health, and approaches to Pediatric care and treatment program design, implementation, reporting and service delivery; Computer and other information technology skills training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III English and Level IV (fluency) in French is required.

e. Job Knowledge

Subject matter expert on delivery of Pediatric care and treatment services requires comprehensive knowledge and experience in HIV prevention and treatment strategies, maternal and child health issues, Nutrition, HIV/AIDS public health programs, plus methods, processes, and techniques used to plan, develop, implement and evaluate results of pediatric care and treatment programs.

f. Skills and Abilities

Strong oral and written communications skills and ability to clearly communicate new program and technical concepts to technical and non-technical counterparts are required. Ability to readily analyze, understand, and discuss new program design, management, and implementation approaches. Demonstrated abilities in the collection, management and analysis of public health data.

16. Position Element

a. Supervision Received

Assignment of tasks, direction, and review of activities and progress will be provided by the Health Facilities-Based Care and Treatment Deputy Branch Chief. However, as an expert in the field of Pediatric care and treatment, and Nutrition, 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. Supervision Exercised

Incumbent has no direct supervision responsibility. However, the employee will be expected to give Pediatric care and treatment, and Nutrition direction and guidance to team members of technical assistance consultancies and to CDC PEPFAR implementing partners; the position has a results-oriented working relationship with multiple partners, contractors, and/or other PEPFAR locally employed staff.

c. Available Guidelines

Office of the Global AIDS Coordinator (OGAC) and CDC policies, USG Cote d'Ivoire Five-Year Strategic Plan, GOICI Ministry of Health Pediatric care and treatment, and Nutrition policy and guidelines and the PEPFAR Cote d'Ivoire annual Country Operational Plan (COP) and Annual Technical Considerations Guidance. Frequently, the incumbent will apply these guidelines independently as circumstances may dictate.

d. Exercise of Judgment

Incumbent must exercise wide and independent judgment to interpret and enforce CDC and OGAC guidance, and in modifying planned Pediatric care and treatment, and Nutrition service procedures to overcome political, logistical, and technical obstacles with approval of supervisor. Must be able to discuss sensitive issues with GOICI and USG agency officials and other partners, to analyze and solve difficult problems related to program formulation and implementation. Must be able to review and appraise quality of reports and evaluations, and technical services supported by CDC.

e. Authority to Make Commitments

This position has no authority to make financial commitments on behalf of CDC or the US Government.

With the CDC Care and Treatment Branch Chief and supervisor, incumbent has responsibility to make recommendations on all major operational decisions for Pediatric care and treatment, and Nutrition service delivery programs and activities. Incumbent provides advice and consultation at the highest levels of GOICI Ministries and to program partners.

f. Nature, Level, and Purpose of Contacts

Must provide consistent and credible representation of CDC and USG to GOICI, donor, and other partner contacts and coordination bodies for technical and policy issues. Will have frequent contacts with mid and high level officials of GOICI, and other partners to support and develop the highest technical quality of Pediatric care and treatment, and Nutrition programs, define and/or reorient Ped CT&N care strategies and translate policy into program action.

g. Time Expected to Reach Full Performance Level

Three months

Addendum 1

(See Addendum)

13. BASIC FUNCTION OF POSITION

As such, the incumbent serves as a primary CDC contact, and technical resource for implementing partners for all issues related to PEPFAR-supported Pediatric care and treatment, and Nutrition program activities.

The incumbent's responsibilities include: providing day-to-day program technical guidance and recommendations to improve management and implementation of Ped CT&N programs; coordinating and collaborating with relevant Government of Cote d'Ivoire (GOI) ministries and other PEPFAR technical branches and implementing agencies to ensure that implementing partner work plans and activities advance strategic objectives with internationally recognized public health standards and best practices for Pediatric care and treatment, and Nutrition.

This role requires expertise in managing HIV treatment and nutritional interventions for children, public health technical leadership, results-oriented analysis, effective policy advocacy, and constant and clear communication with implementing partners, non-governmental organizations (NGOs), and GOI ministries, particularly the Ministry of Health and HIV (MOHH) and the Ministry of Women, Families, Children and Solidarity (MFFES).

The incumbent contributes to the development, implementation, monitoring plus site level and strategic planning document evaluation of Ped CT&N programs to measure progress of projects. This involves identifying technical, personnel, logistical, and financial problems and make or recommend revisions as necessary to overcome obstacles and constraints to progress. The incumbent will also play a major role in management and oversight of implementing partners for training of Ped CT&N counselors, medical staff, and social workers with respect to modified practices for HIV positive babies, infants and children. The incumbent insures collaboration among PEPFAR partners involved in Ped CT&N programs and other care and support services established for orphans and vulnerable children and the Prevention of Mother-to-Child Transmission program (PMTCT). S/he provides leadership in promoting use of internationally recognized best practices in Ped CT&N among PEPFAR sponsored programs in Cote d'Ivoire, and as an advisor to the MOHH and MFFES on national supervision and quality assurance efforts for Ped CT&N. Finally, the incumbent serves as a primary contributor to the semi-annual and annual reporting for PEPFAR Ped CT&N indicators, plus the planning, development, and review of the Ped CT&N component of the annual Country Operational Plan (COP) for Cote d'Ivoire. This includes collaborating with other technical advisors in the branch to ensure services are complementary through referral and coordination for OVC and family level care, support and positive prevention programs

14. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent works closely with senior and mid-level MOHH, MFFES and other relevant Ministries, PEPFAR implementing partners, donor organizations including Global Fund partners and, relevant UN organizations, health care personnel, non-governmental national and community-based organizations and university collaborators to ensure that tasks related to Ped CT&N programming are carried out correctly and in a timely manner and to influence other collaborative organizations engaged in HIV/AIDS Ped CT&N programs to adopt appropriate strategies for their program activities. (25%)

"As an expert and advisor in Ped CT&N and health service research issues, incumbent takes an active role in developing specific program goals and objectives for Ped CT&N initiatives. Prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with overall program objectives in support of USG program mission in Cote d'Ivoire. * Represents CDC/PEPFAR on Ped CT&N technical working groups and programmatic steering committees in the development of national pediatric care and treatment, and Nutrition policy. (20%)

" Provides consultation, develops and manages interventions for the delivery of effective Ped CT&N services; also acts as a liaison with the Strategic Information Branch on the establishment and management of a system for data collection and management. Analyzes data related to Ped CT&N services, summarizes and reports the findings of operational research to be used for reports of record, proposals, publications, and for presentations at national and HIV/AIDS international meetings. Develops assessment tools to be used to measure delivery, effectiveness and drop-out rates for pediatric HIV care and treatment programs. (20%)

"Provides technical assistance needed to implement CDC/PEPFAR Ped CT&N services, particularly for HIV-exposed children, and those infected with HIV. Incumbent monitors activities and collaborates with each partner organization on a regular basis to ensure program results are achieved for all Ped CT&N programmatic activities and that 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. Site

assessments of PEPFAR-supported Ped CT&N programs carried out by implementing partners of the USG are lead by incumbent who prepares regular and frequent oral and written reports to the Health Facility-Based Care and Treatment Deputy Branch Chief, Care and Treatment Branch Chief, Country Director, inter-agency PEPFAR committees and other interested parties on the progress of PEPFAR Ped CT&N program activities. (15%)

"Represents CDC/PEPFAR at conferences, meetings and workgroups both nationally and internationally. Stays abreast of the current scientific and technical literature related to the delivery of Ped CT&N services and keeps up-to-date on related public health policy. The incumbent 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 Ped CT&N programs, use monitoring and evaluation (M&E) data and report progress to key stakeholders. Identifies training needs and participates in the development and implementation of training courses for partner organizations (10%)

"Serves as a primary contributor to the planning, development, and review of the Ped CT&N section within the Prevention component of the annual Country Operational Plan (COP) for Cote d'Ivoire and to quarterly and semi-annual USG and GOCI reports and responses to other program documentation requests (5%)

"Incumbent is responsible for providing oversight and monitoring the budgets allocated to Ped CT&N cooperative agreement implementing partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews and budget status reports, with the project manager, following up on irregular findings, and providing advice for realignments and/or redirection of budgets. (5%)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Post Entry Training:

Post entry courses may be online or in person, and include: CDC International Project Officers Training or similar course - one week; Scientific Ethics - one week. Mandatory annual training requirements include CDC IT Security Awareness Training and Federal Records Management.

Knowledge:

Comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Broad perspective and thorough knowledge of the principles of public health programs and practice, including a good working knowledge of statistics and data analysis and facility with research design concepts, methods and procedures. 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 to achieve planned objectives is required.,

Skill and Abilities:

This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames, 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. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS care and treatment programs to adopt appropriate strategies for their program activities. Strong computer literacy and aptitude to rapidly acquire and apply additional skills. Ability to rapidly create text, spreadsheets and other types of documents to meet specific program and reporting needs. Familiarity with the Cote d'Ivoire health care system and structures is required

16. POSITION ELEMENTS

Available Guidelines:

Exercise of Judgment:

Must be able to provide rapid, independent analysis of problems, issues, and opportunities as they arise, and make recommendations to senior management for their resolution.

Authority to Make Commitments:

These include setting and monitoring the progress of overall Pediatric care and treatment, and Nutrition services program direction, providing high level technical advice and consultation related to the development of guidelines and programs to Ministry colleagues, and making funding recommendations on both annual budget and day to day expenditures.

Nature, Level, and Purpose of Contacts:

Represents CDC and USG to multi-lateral donor coordination bodies and in discussions on donor technical, policy, and program agendas with MOH and other Ministries. Interacts on a regular basis with a wide range of NGOs, relevant UN and other development organizations as CDC and PEPAR program representative on a regular basis, and at international fora when so delegated by the Care and Treatment Branch Chief or supervisor.