



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</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) _____ (Grade) _____

b. New Position Project Manager

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Project Manager, FSN-540	10		
b. Other				
c. Proposed by Initiating Office	Project Manager			

6. Post Title Position (If different from official title) <p style="text-align: center;">Project Manager</p>	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Côte d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">CDC</p>
b. Second Subdivision <p style="text-align: center;">Project Management 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.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Employee Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> 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.
<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	<hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)

13. Basic Function Of Position
 The Project Manager reports to the Project Management Branch Chief and provides non-technical administrative support and coordination in managing cooperative agreements and tracking the overall President's Emergency Plan for AIDS Relief (PEPFAR) cooperative agreement budgets for Cote D'Ivoire. The position supports and promotes effective and coordinated programmatic and administrative management of the assigned portion of cooperative agreement portfolio which currently involves more than \$120 million and 15 agreements managed by CDC/PEPFAR in Cote d'Ivoire, particularly focusing on reporting requirements, budget implementation and execution issues and overall administrative management issues associated with CDC cooperative agreements.

14. Major Duties and Responsibilities _____ % of Time
 Cooperative Agreement Management Support 95 %
 As a member of the Project Management Branch, coordinates with staff responsible for the technical oversight of cooperative agreement projects to provide leadership and serve as liaison to develop effective working relationships among PEPFAR-funded partners (including governmental, local and international NGOs and/or public sector partners) and CDC to facilitate optimal coordination, performance, and management of cooperative agreement and related contract administrative activities, including the monitoring of progress and use of expenditures for compliance with the approved application and USG fiscal requirements, as follows:
 "Prepares or assists in the development of cooperative agreement funding opportunity announcements (FOA) or contract requests;

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Masters Degree in public or business administration, public health, international development or related field is required.

b. Prior Work Experience

A minimum of 3 years of progressively responsible work as a subject matter expert in administration, accounting, or business management involving budget and project management and exposure to external clients and file management is required.

c. Post Entry Training

The incumbent will be expected to possess the necessary technical training and skills required to perform the duties and responsibilities required of the position. Post entry training will be focused primarily on PEPFAR and USG agency policies, procedures and regulations that govern specific activity management, including agency-sponsored courses related to administration and reporting requirements associated with cooperative agreements, USG budget monitoring and program

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level III (Good Working Knowledge) Speaking/Writing in English and Level IV (Fluency) Speaking/Writing in French is required.

e. Job Knowledge

The incumbent must have a good understanding of USG policies, guidelines and procedures for administration and financial management of contracts, grants and cooperative agreements.

The incumbent must have a broad knowledge of Cote d'Ivoire's operational environment, including knowledge of the business environment, basic principles of tracking budgets as well as an understanding of administrative and financial issues commonly

f. Skills and Abilities

Incumbent is also required to have computer keyboarding skills (both speed and accuracy) and the ability to use office software packages, including word processing and spreadsheets. Budget tracking will require standard numerical skills.

Demonstrated ability to identify priority actions, generate and complete work plans within short time frames.

16. Position Element

a. Supervision Received

The incumbent works independently under the supervision of the Program Management Branch Chief 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. Completion of tasks and assignments will be reviewed regularly through results achieved, required written reports and oral progress reports.

b. Supervision Exercised

This position does not have direct supervisory responsibilities; however, the employee will be expected to provide non-technical and administrative project management support and coordination for all assigned cooperative agreements and grants. In this capacity will work with and supervise 5-7 teams of 2-5 each as the principal advisor for the direction and implementation of the administrative and management portions of CDC/PEPFAR cooperative agreements and related contracts and/or other funding mechanisms in Cote D'Ivoire.

c. Available Guidelines

Written PEPFAR, CDC and other USG agency policies and guidelines for management of cooperative agreements and technical literature related to incumbent's area of expertise. International accounting and ethical standards, Agency and USG directives, regulations and policies. CDC 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.

d. Exercise of Judgment

Incumbent is allowed flexibility in making operational decisions and recommendations, to solve problems and direct program activities regarding non technical operational and administrative project management. Incumbent exercises a significant degree of judgment in deciding the best means to implement PEPFAR, OGAC and CDC policies. Incumbent has the authority to develop and adjust long range strategic plans with senior level officials from MOH and other relevant Ministries, to counsel and guide them in the setting of priorities necessary to make substantive changes in thinking related to

e. Authority to Make Commitments

The incumbent has no signatory authority to commit USG funds, but will make recommendations on funding applications for financial assistance from the USG based on technical merit of the proposals and appropriateness of budget requests. As a nationally recognized project management expert, incumbent works independently to provide technical consultation on program activities of ongoing or proposed public health programs funded by PEPFAR. Incumbent has the discretion to plan and adjust not only own work, but also the work of others related to the delivery of quality project management services

f. Nature, Level, and Purpose of Contacts

Contacts are with a wide variety of people at different levels (professional and political), both inside and outside of PEPFAR and CDC (e.g., MOH and other relevant government Ministries, local and international organizations, universities). Incumbent must provide consistent and credible representation of PEPFAR to all of the above and coordination bodies for technical, strategic, policy, and project management issues.

g. Time Expected to Reach Full Performance Level

Six months.

(additional documents attached for those sections that overflowed due to space limitation)

Addendum 1

where appropriate (e.g. for cooperative agreements to sole source recipients), assists host country in the interpretation of the FOA, development of the funding request, and submission of the application. Assists with formulation and implementation of memoranda of agreement, and prepares technical reviews of applications as requested by USG funding agencies.

"Serves as the PEPFAR focal point for selected partners. Monitors cooperative agreement, contract, and other funding mechanism cycles and coordinates timely action and response. Assists in establishing and maintaining systems to ensure timely notification of appropriate CDC and partner staff of deadlines for FOA's, filing applications in response to the FOA, continuation requests, and required programmatic and financial reports.

"Compiles reports and follows up on missed deadlines by funded partners for required programmatic and financial reports. Reviews reports from cooperative agreement recipients for adherence to basic content and format requirements and informs the supervisor and/or appropriate technical or management staff any pertinent issues requiring their attention.

"Calls to the attention of the CDC Project Officer or the designated CDC management official any problems/issues related to the administration or management of cooperative agreements which occur repeatedly or among multiple grantees and assists in scheduling meetings to resolve these issues.

"Assists in development of the annual Country Operational Plan (COP). Provides knowledgeable insight on partner progress and recommendations on annual funding levels based on partner performance. Assists partners in the development and revision of COP narratives.

"Assists in the coordination of the cooperative agreement local review process. Coordinates the distribution of applications to technical reviewers, follows up to ensure timely responses from the technical reviewers, sets up meetings of local review panels and coordinates support for any pre-award workshops for potential recipients.

"Assists with submission and technical review of periodic and/or annual work plans and budgets, submission and review of periodic reports, and compliance with USG requirements for cooperative agreements, related contracts and/or other funding mechanisms (e.g. HHS Payment Management System) by implementing partners. Leads the approval process for partner annual work plans in collaboration with PEPFAR technical team. Ensures that proposed partner work plans are in alignment with COP narratives, PEPFAR programmatic strategies, and national strategic plans for that program area. Ensure that proposed annual budgets are appropriate, feasible, and accurate.

"The incumbent receives routine inquiries on cooperative agreement issues from funded partners, responding either directly based upon knowledge and previously issued guidance or triaging inquiries for appropriate response and action to the relevant CDC technical or management staff member as necessary.

"Assists in setting up and maintaining tracking systems for required programmatic and financial reports from funded partners by maintaining and updating cooperative agreement files for CDC/PEPFAR in Cote D'Ivoire (electronic and hard-copy systems), including documentation from the initiation of the funding process through the close out of the award for each cooperative agreement. Documentation includes the original FOA, application, technical reviews, awards, correspondence, supplemental and continuation requests, reprogramming requests and required programmatic and financial reports for each cooperative agreement.

Other Duties as assigned

Section 13. Basic Function of Position (Continued)

Announcements (FOA's), application, technical support and budget reviews of the applications, awards, financial and programmatic reports, reprogramming requests and other supplemental documentation associated with with the cooperative agreement process from the initial award to close out of each cooperative agreement.

Section 15. Qualifications required for effective performance (Continued)

c. Post Entry Training

-Atlanta based facilities

e. Knowledge

-Related to the HIV/AIDS response in Côte d'Ivoire

f. Skills and Abilities

- Ability to establish effective diplomatic working relationship with individuals and official representatives of public health organizations, particularly those representing host nation Ministries, local and international organizations and other stakeholders.

Must have strong oral and written skills both in English and French, including the ability to clearly communicate and negotiate new project management concepts and achieve results with a wide range of program partners to technical and non-technical counterparts.

Ability to communicate effectively in writing through the preparation of clear, concise reports, statement of work, memoranda, letters, and other official documents.

Section 16. Position Elements (continued)

c. Exercise of judgment

- the delivery of project management services. This is a long term project that will require the development of technical and administrative guidance documents by partners that enable them to develop the capacity to manage major public health programs.

d. Authority to Make Commitments

- for those projects to which he/she is assigned. Incumbent will discuss development of project management activities, including designing project progress indicators, interpreting results, and making recommendations for program improvement, with senior staff of MOH and other relevant Ministries and other cooperative agreement recipients throughout the country. The incumbent has freedom to independently take action and make decisions on work area and to work with implementing partners from national and local public health agencies.

e. Nature, Level and Purpose of Contacts

- project management needs, and translate policy into program action. Represents PEPFAR to multi-lateral donor coordination bodies in discussion of assessment and project implementation and management techniques.
