

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
---	---	---------------------

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 Study Coordinator

c. Other (explain) _____

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

6. Post Title Position (If different from official title) <p style="text-align: center;">Study Coordinator</p>	7. Name of Employee <p style="text-align: center;">New</p>
---	---

8. Office/Section <p style="text-align: center;">US Embassy</p>	a. First Subdivision <p style="text-align: center;">CDC</p>
b. Second Subdivision <p style="text-align: center;">Associate Director for Science (ADS) office</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 study coordinator reports to the Associate Director for Science (ADS) and provides technical and administrative support and coordination in developing and implementing studies and tracking the overall President's Emergency Plan for AIDS Relief (PEPFAR) operational research for Cote D'Ivoire. The position supports and promotes effective and coordinated development, implementation, monitoring and reporting of the assigned portion of research portfolio which currently involves an inter-country public health evaluation (PHE), a country specific PHE, several basic program evaluations (BPE) and several surveys conducted and /or coordinated by CDC/PEPFAR in Cote d'Ivoire, particularly focusing on protocol development, implementation, monitoring, ensuring compliance with federal and local regulatory requirements, budget preparation and overall

14. Major Duties and Responsibilities 100 % of Time

Duties repartition:

1. Study Coordination:60% divided into Protocol development: 25%; Protocol implementation 20%; Protocol Monitoring 10%; Reporting 5%
2. Publication quality control :30% and
3. Other duties as assigned: 10%

1. Study coordination 60%

The incumbent coordinates the organization of the protocol document development and approval process, accesses and extracts information for protocol development for investigators- initiated studies including summarizing literature review for study hypotheses and background, assists

(Continue on blank sheet)

(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Masters Degree in English, Administration, Public health, or related field is required.

b. Prior Work Experience

A minimum of one year of progressively responsible work as a subject matter expert in Editing, Administration, Public health, or related field 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 for 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*).

English level 4 (Fluency) reading/writing/speaking and French Level II (Limited knowledge) are 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 Associate Director for Science 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 evaluation or research. 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 of CDC/PEPFAR research or evaluation projects 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 research and evaluation and technical literature related to incumbent's area of expertise. HHS/Office for Human Subjects Protections (OHRP) Regulations & Guidance. 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 protocols and appropriateness of budget requests. Incumbent has the discretion to plan and adjust not only own work, but also the work of others related to the delivery of quality research or evaluation findings

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

Three months.

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

Addendum 1

senior scientists by searching technical publications and documents to obtaining information, identifies and analyses major study issues. Reviews experimental protocols, advises on the operational aspects of the studies, and prepares proposals for accomplishing the work. Participates in the development of performance and testing requirements and protocols. Reviews research proposals and associated funding to ensure that any pilot and/or implementation plans have appropriate funding allocations and have acceptable justifications. Participates in the preparation and negotiation of study budget with management and budget personnel from both USG and partners. Assesses the research priorities relevant to achieving scientific goals, monitor the time line during the development of the protocol in coordination with senior scientist and in compliance with HHS/CDC Human Research Protection Office (HRPO). Establishes concrete timelines for protocol development and implementation . Coordinates all aspects of protocol development into formats acceptable to scientific , regulatory and ethical review bodies both locally and internationally .Ensures protocol development is in compliance with local and international regulatory regulations. Serves as the primary contact with project officers, contractors, grantees and staff participating in both national and international studies for protocols inquiries, site registration inquiries and assurance approvals. Assists senior scientist in designing minor details of research protocols. Participates in protocol development or review of risk assessment. Evaluates the protocol study design and risks to subject population. Liaises with health care professionals/providers to determine best recruitment practices for study. Prepares research documents, training materials, and analytical reports related to the protocol. Participates in the development of study Case Report Form (CRF). The incumbent coordinates the conference calls and face-to-face meetings required in the development of the study and through its implementation, including investigators meetings and /or steering committee meetings.

Protocol implementation: 20%

The incumbent facilitates study implementation tasks in coordination with senior scientists. Monitors implementation of the protocol and serves as point of contact for sites conducting the research. Schedules and coordinates pre-study site, site initiation visits for partners and sponsors. Schedules study related meeting and training sessions to include providing instructions to study team for specific study assignment. Educates and trains appropriate staff regarding scientific aspects of studies. He/She also develops advertising and other information materials for study recruitment. Prepares and organizes space for study related equipment and supplies, as appropriate. The incumbent assists the senior scientists with plans for data management. Consults with collaborators, advisory committees, and individuals to define task specification. Establishes schedules and monitors and reports progress including to USG and national institutions (such as Ministry of health). Identifies and resolves technical issues, recommending interventions and solutions

Protocol Monitoring 10%

The incumbent coordinates monitoring assignment plans in cooperation with senior scientists, the assigned program staff monitoring contractors and program officers. Examines monitoring reports and interacts with the appropriate responsible persons (principal investigator, site personnel, site coordinator, etc.) to resolve any immediate problem and provide guidance as needed for the long-term development of the site corrective plan of action or resolution (including operational, regulatory , logistical, training or staffing issues). The incumbent maintains awareness of sites' practical needs and develops specific plans to and timelines to address them. Troubleshoots and facilitates resolution of problems that are preventing the study from progressing as planned.

Reporting 5%

2. CDC/PEPFAR publications quality control 30%

The incumbent, on behalf of the ADS and will review and edit all important technical and scientific publications before they get out of CDC/PEPFAR circle. She/he will not be responsible for verifying the accuracy of the technical content of a publication. That is properly the responsibility of the document author (i.e. technical advisors; project managers). The incumbent will, of course, question any item they suspect may be incorrect, and ensure that the responsible person verifies its accuracy.

The incumbent assists in data collection, reduction and analyses. He or she is responsible for review, appraisal and interpretation of final results and develops portions of technical publications including abstracts and article.

3. Other Duties as Assigned 10%