



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;">HHS/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) _____ (Grade) _____

b. New Position

SI Deputy Branch Chief

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Public Health Specialist - Deputy SI Branch Chief, FSN-550			
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <p style="text-align: center;">CDC/Côte d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">Strategic Information</p>
b. Second Subdivision	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
 Working alongside the CDC Chief of Party and the SI Branch Chief, the SI Deputy Branch Chief serves as the coordinator for strategic information activities for the Emergency Plan for HIV AIDS Relief. Responsible for the coordination, planning, organizing, implementing and supervising CDC/Cote d'Ivoire Surveillance Program activities conducted in collaboration with various levels of stakeholders, directly supervising several CDC Locally Employed Staff (LES). Independently plans, conducts, and provides guidance and support to staff of CDC/Cote d'Ivoire as well as to host country and other implementing partners in the development of an integrated HIV/AIDS/STI/TB surveillance system in Cote d'Ivoire to improve its capacity to conduct HIV/AIDS/STI/TB surveillance

14. Major Duties and Responsibilities 100 % of Time

a. Strategic Planning and Coordination: 35%
 Coordinates plans for improving host country capacity to structure and conduct HIV/AIDS/STI/TB surveillance, strategic planning and monitoring and evaluation. Assess existing CDC/Cote d'Ivoire surveillance systems and develops approaches to strengthening surveillance systems for HIV/AIDS/STI/TB and HIV-related risk behaviors (e.g., evaluates emerging methodologies sample sizes, populations and sampling frameworks). Coordinates and provide leadership for USG staff and partner input to SI requirements. Leads and coordinates in-country SI planning meetings and/or trainings and establishes strong partnerships. Coordinates assessment of existing SI/M&E infrastructure and capacity in Cote d'Ivoire. Acts as catalyst for the coordination and support of UNAIDS program Guiding Principles for Action Against AIDS.

(See Addendum 1)

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15. Qualifications Required For Effective Performance

- a. Education
Master's degree in Economics, Public Health, Epidemiology, Demography, social or related behavioral science is required.
- b. Prior Work Experience
Minimum of five years of progressively responsible work experience in implementing public health or SI related programs in developing countries. At least three of those years in a supervisory position for medicine, public health, epidemiology, demography, social or related behavioral science program settings demonstrating management experience for staff. Experience in an international setting or with an international organization and advantage.
- c. Post Entry Training
Training in software applications for statistical package, USG reporting requirements and software to support, word processing, e-mail, and graphics will be provided if needed.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*). Level III in English and level IV in French is required. Advanced English skills are preferred. Must be able to translate and interpret complex technical scientific matter from English to French and vice versa. Must be able to understand and communicate with senior-level policy-makers in both English and French to assure mutual understanding of technical, medical and other professional terminology.
- e. Job Knowledge
Must have an advanced knowledge of U.S. government public health programs and the strategies, methods, processes and techniques used to plan, develop implement and evaluate public health programs in an international setting. Must have an advanced and detailed knowledge of Cote d'Ivoire's public health and medical systems in the context of demographic information and Cote d'Ivoire's social, political, economic, technological and legal systems, its major health problems, and its strengths.
- f. Skills and Abilities
Must be able to communicate scientific and epidemiologic principles in the field of HIV/AIDS epidemiology. Must be skilled at working with host government health department personnel and NGOs. Must be able to conduct analyses of epidemiologic data and prepare analytical reports concerning infectious disease incidences, demographics, patient risk and other data to determine trends and other significant epidemiologic characteristics.

16. Position Element

- a. Supervision Received
General supervision from the CDC Chief of Party (Country Director) and SI Branch Chief.
- b. Supervision Exercised
Directly supervises five technical staff members. Oversees work of team of 12.
- c. Available Guidelines
PEPFAR Country Operational Plan and 5 year strategy for Cote d'Ivoire. Guidelines include Program Handbooks, appropriate cost principles and other related regulations, policies, and procedures of PEPFAR, CDC/GAP and host government; and, technical, medical peer-reviewed literature.
- d. Exercise of Judgment
Must exercise judgement when evaluating surveillance indicators in order to develop appropriate and effective strategies to strengthen HIV/AIDS/STI/TB surveillance at all levels. Good judgement should be used to meet objectives through structuring his/her work and the resources s/he controls. Since position involves highly complex information and covers a wide range of conflicting issues, s/he must apply the highest analytical skills and judgement to determine the best solution.
- e. Authority to Make Commitments
None.
- f. Nature, Level, and Purpose of Contacts
Contact with mid-level and senior program managers in local, district and regional health bureaus, MOH and other host government partners, WHO, UNAIDS, UNICEF and other international agencies, NGOs and other implementing partners, USAID, the Embassy, CDC/Atlanta and the entire CDC/Cote d'Ivoire staff. Purpose is to consult, exchange information, and provide technical guidance, and to foster partner team building, coordination and harmonization of activities.
- g. Time Expected to Reach Full Performance Level
60 days.

Addendum 1

b. Technical Assistance: 25%
Coordinate and provide technical assistance in the development and oversight of all SI systems required to collect the Emergency Plan core indicators. Coordinate and provide leadership for USG staff and partner input to SI requirements, providing technical assistance as needed. Determine and solicit appropriate human and financial resources to provide SI technical assistance. Develop, coordinate and assist in the implementation of SI staff orientation included formal training.

c. Dissemination of Surveillance and Other Information: 20%
Provide advice and guidance to disseminate surveillance program monitoring data and other relevant information to assist program planning in Cote d'Ivoire government ministries and other AIDS prevention and control organizations and to inform the public. Supports dissemination meetings at the local, district, regional and national levels to share surveillance and program monitoring data for planning and decision making. Works with regional SI units to promote the analysis, dissemination and use of sentinel case-based data reported from health facilities. Supports the distribution of surveillance information by the host government for the general public and others through development of an agreed upon means of reporting for HIV/AIDS/STI/TB (ie, monthly bulletin). In collaboration with host government and other partners, facilitates regular seminars. Independently plans, summarizes and writes up detailed findings of surveillance analyses (sometimes as co-author) for reports of record, proposals, and publications and for presentation at national and international meetings on HIV/AIDS/STI/TB prevention and care. In collaboration with Cote d'Ivoire and other partners, facilitates regular seminars and symposia. Translates and verifies or modifies translations of scientific protocols and other documents from English to French and vice versa. Identifies SI issues and raises relevant challenges and policy questions to senior USG Emergency Plan managers, other USG SI representatives (CDC and OGAC), and other relevant country partners.

d. Staffing, Supervision, and Training: 15%
Develops, coordinates and assists in the implementation of staff orientation to include formal training activities. Makes recommendations for hiring and training staff to help accomplish SI programmatic activities. Leads a team of ten persons, provides guidance to staff and direct supervision to five technical staff members, preparing annual performance appraisal reports for those staff members directly supervised. Provides directions and guidance for staff in the host government, hospitals, clinics and universities funded through PEPFAR cooperative agreements. Conducts or develops and oversees delivery of training sessions for PEPFAR staff and implementing partners on issues related to SI program implementation and recommends appropriate staff training to meet program needs. Makes arrangements for staff to attend appropriate seminars, workshops, and training courses to enhance their skill in planning and conducting SI activities.

e. Other Duties as Assigned: 5%

15. QUALIFICATION REQUIRED FOR EFFECTIVE PERFORMANCE (con't.)

e. to enable the integration of CDC-developed research activities appropriately into the Ivorian environment. Must have knowledge about current clinical or epidemiologic aspects of the natural history, transmission, clinical intervention, home-based care and treatment, primary prevention, and laboratory support activities for strategic information. Requires a broad perspective and thorough knowledge of the principles and practices of epidemiologic, biomedical, or related scientific research, including facility with research design concepts and basic statistical methods and procedures.

f. Must possess excellent interpersonal skills and demonstrate cooperative working relationships with host government ministries, health bureaus, NGOs and other partners, colleagues and entire CDC/Cote d'Ivoire staff. Evidence of teambuilding skills/experience is required.