

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: Public Health Specialist (DHAPP) /410, PSA-09-FP-05

Open To: All Interested Candidates - All sources

Vacancy Opening Date: July 2, 2015

Vacancy Closing Date: July 15, 2015

Work Hours: Full-time; 40 hours/week

Basic Function of Position:

Job holder is the program manager for all Department of Defense HIV/AIDS Prevention Program (DHAPP) activities in support of Gabon's and Sao Tome & Principe's Defense Force HIV prevention programs. Working under the direct supervision of the cognizant U.S. Department of Defense Office, job holder develops, implements, coordinates and oversees the results of activities of various HIV/AIDS prevention, counseling and testing, and care and treatment activities for the uniformed services. Job holder works closely with all prime partners hired by the Department of Defense to support HIV/AIDS programs, monitoring, evaluating and in some cases adapting prevention strategies to specific situations to ensure that program objectives are met. This leadership role requires an extensive knowledge of a wide range of community and clinical interventions related to HIV prevention, care and treatment programs, especially the various types of prevention activities that are geared towards the uniformed services. Job holder plays an essential role in developing the Department of Defense annual work plans and grant proposals and drafts regular progress reports related to all uniformed services programs.

Major Duties and Responsibilities:

I. Program Management (75%)

Jobholder acts as the U.S. DoD Office's primary representative for the DHAPP program by coordinating plans with host country defense force senior officials, post senior officials and other HIV/AIDS representatives. Responsibilities include planning, organizing, implementing, coordinating, and monitoring results for program activities. Serves as a consultant and advisor to the host government defense force and other in-country partners in matters related to program activities aimed at preventing and treating HIV/AIDS among military personnel.

In carrying out these responsibilities, job holder:

- 1) Assesses the health needs of the Gabon Armed Forces and the Sao Tome & Principe Armed Forces through liaison with host government national, provincial, district and health zone levels, donors, multilateral organizations, NGOs, the private sector, local military communities and relevant professionals.
- 2) Assists in the implementation of new activities for HIV/AIDS prevention, care, treatment for the military, in collaboration and coordination with other partners in the sector, including USG partners, and in accordance with national guidelines.
- 3) Jointly leads, guides and oversees all activities performed by/with the Gabon Armed Forces and the Sao Tome & Principe Armed Forces HIV/AIDS Prevention Program office to ensure optimum success of the DHAPP program. Monitors, provides guidance and oversees results of programs funded through grants, contracts, cooperative agreements and other mechanisms to accomplish strategic objectives.
- 4) Tracks relevant indicators to monitor and evaluate the implementation process as well as performance results in collaboration with all partners (both national and USG). Organizes site visits to military bases to assess their engagement and use of the services delivered, and recommend/coordinate actions to meet needs for future activities.
- 5) Monitors implementation activities and collaborates with each partner organization on a regular basis to ensure program results are achieved. This involves regular site visits and meetings with representatives of each organization to review progress. Coordination of such activities involves close working relationships with senior to mid-level public health officials in the Ministry of Defense (MOD), Ministry of Health (MOH), military hospitals and clinics, and other bilateral organizations to facilitate the effective and efficient implementation of activities. Jobholder presents findings and recommendations for appropriate remedial action to correct identified program deficiencies to the cognizant U.S. DoD Office and DHAPP HQ.
- 6) Prepares regular and frequent oral and written reports to the DoD Office, inter-agency DHAPP committees and other interested parties on the progress of specific program activities. Describes and summarizes program findings to be used for reports, proposals, publications and presentations at national and international meetings. Produces project management documents including budgets, action memos, scopes of work, trip reports, speeches, annual reports, and activity checklists.
- 7) Carries out administrative functions for cooperative agreements, grants and contracts. Jobholder provides technical direction for proposals that result in DOD programs funded by a grant, contract and/or cooperative agreement. This ensures consistency with DHAPP policies and host-country policies and regulations.

8) Jobholder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, or Annual Program Statement and reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, participates with implementing partners in the development of work plans for implementation of activities, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, and recommends actions for amelioration.

II. Administrative Management (15%)

Incumbent participates in budget development based on DHAPP/host country goals and monitors expenditures during the year. Responsible for tracking all funds and expenditures by DHAPP program area and submitting detailed financial status reports to the HQ office.

Adjusts targets and accruals as necessary and provides appropriate feedback to DoD. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, producing quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets and accruals.

Prepares and submits work plans to the HQ office and in country U.S. DoD Office for review in advance of when activities are scheduled to begin.

Jobholder is responsible for permanent project files management in accordance with DoD regulations and in conjunction with the national guidelines, working in collaboration with other USG partners to ensure accuracy and avoid parallel systems. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically.

Ensures accurate and on-time monthly, semi-annual and annual reporting on DHAPP programs.

Jobholder prepares and occasionally presents briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serve as spokesperson as required. S/he serves as control officer for site visits for agency and inter-agency DHAPP/PEPFAR senior-level officials.

III. Interagency Coordination (10%)

Facilitates partnership between implementing partners through daily/weekly collaboration with colleagues and health professionals and contributes to an environment of teamwork among partners and the host government military.

Communicates regularly (through oral presentations and written reports) with all interested parties: other health team members, the Ministries of Defense and Health, other partners and other USG donors. Works to harmonize tools, strategies and reporting formats among partners. In working with partners, reports on and prepares presentations of DOD views, targets and accomplishments. Monitors, provides guidance to and oversees results of programs funded through grants, contracts, cooperative agreements and other mechanisms to accomplish strategic objectives.

Briefs senior DoD officials, PEPFAR and U.S. Mission country team and interested officials of other USG agencies as appropriate and prepares written reports for submission to other interested parties.

Jobholder participates as U.S. DoD representative at inter-agency administrative and strategic planning meetings where recommendations for countrywide financial commitment targets for HIV/AIDS programs are developed. Such meetings may include representatives of other USG PEPFAR implementing agencies: Departments of State, Labor, Commerce, Health and Human Services (including Centers for Disease Control and Prevention, National Institutes of Health, Substance Abuse and Mental Health Services Administration, Food and Drug Administration), USAID and Peace Corps.

Jobholder serves as the in-country DoD representative on inter-agency technical working groups (TWGs) for purposes of: a) assessing existing in-country assets and activities aimed at prevention of HIV infection and treatment for those with AIDS; b) developing approaches to strengthening such activities with minimal overlap and unnecessary duplication; and c) ensuring effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency HIV/AIDS activities in country.

On behalf of the U.S. DoD Office, incumbent may participate with other PEPFAR/DHAPP professionals on in-country committees for HIV/AIDS issues. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices on a national level. Based on information received in the national committees, jobholder may recommend project modifications to the U.S DoD Office.

Qualifications Required for Effective Performance:

Education:

Bachelor's Degree in Public Health or host country equivalent, in medicine, nursing, psychology, counseling, social work, public health, health policy, epidemiology is required.

Prior Work Experience:

Three years of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS prevention programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required.

Post Entry Training:

Ongoing professional certification seminars focusing on expanding and updating knowledge, skills and abilities in HIV/AIDS prevention, counseling and testing, behavior change, care and treatment, program evaluation, practices, procedures are required. Agency-specific leadership development training.

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

Level III (Good Working Knowledge) speaking/reading/writing English is required and Level IV (Fluent) speaking/reading/writing French is required.

Job Knowledge:

Comprehensive knowledge of current HIV/AIDS issues, prevention activities, community engagement, counseling and interventions, behavior change, testing, and treatment, especially in the military setting, is required. An in-depth knowledge of the range of programs, policies, regulations and precedents applicable to development and administration of national/international public health program is required. Detailed knowledge of the host government health care system and structures.

Skills and Abilities:

Strong oral and written communications skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. Strong skills in interpretation of program monitoring and evaluation data are required. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS programs to adopt appropriate strategies for their program activities. Keyboarding skills that include accuracy are required. Intermediate user level of word processing, spreadsheets and databases is required.

Position Elements:**Supervision Received:**

Directly supervised by Security Assistance Program Manager; however, may receive work guidance and tasking from SCO Chief.

Supervision Exercised:

None

Available Guidelines:

DoD and NHRC rules, regulations, policies are issued both in writing and orally and generally accepted HIV/AIDS international medical and ethical standards for HIV/AIDS prevention, care and treatment. PEPFAR strategic objectives and operating provisions, program handbooks, and appropriate cost principles are available. U.S. Government (including agency and PEPFAR) and Ministry of Defense and Ministry of Health written and oral rules, regulations, and policies.

Exercise of Judgment:

Jobholder must exercise a high degree of independent and professional judgment in modifying planned procedures to overcome political, logistical and technical obstacles and to meet strategic objectives. Job holder must be able to determine the quality and effectiveness of HIV/AIDS programs for the military establishment and to develop strategies for eliciting cooperation and commitment from implementing partners of the US, senior level staff of other agencies and the Ministries of Defense and Health for the implementation and evaluation activities.

Authority to Make Commitments:

Position has no authority to make financial commitments; however, in the course of program management responsibilities position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Jobholder has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance, such as locating local vendors.

Nature, Level and Purpose of Contacts:

Jobholder must maintain frequent internal high-level contact with other agency counterparts to coordinate and standardize programs within the military that achieve results specified in PEPFAR/DHAPP strategic objectives. External contacts are with senior program managers in the MOD and MOH, participating partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS programs and to obtain concurrence and cooperation for joint programs/interventions. Contacts also include national, provincial and local government program managers, professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors, supply chain managers, pharmacists, and other public health professionals for purposes of program evaluation.

Time Expected to Read Full Performance Level:

One year