

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: Public Health Specialist (DHAPP), PSA-11-FP-04

Open to: All Interested Candidates - All sources

Vacancy Opening Date: August 26, 2016

Vacancy Closing Date: September 08, 2016

Work Hours: Full-time; 40 hours/week

Basic Function of Position:

Job holder is the senior program manager and key public health advisor for all Department of Defense HIV/AIDS Prevention Program (DHAPP) activities in support of the Gabon Defense Force (GDF) HIV prevention programs. Working under the direct supervision of the U.S. Office of Security Cooperation (OSC) specifically supervised by the OSC Chief. 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 DOD to support HIV/AIDS programs, monitoring, evaluating and in some cases adapting prevention, care & treatment strategies to specific situations to ensure that program objectives are met. Job holder shares oversight responsibilities for the development and implementation of public health-related technical program activities and has direct responsibility for day-to-day coordination of office programmatic administrative management activities. 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. The position also requires frequent communication with the DHAPP Headquarters office in San Diego. Job holder plays an essential role in developing the DOD annual statement of work & plans and drafts regular progress reports, as well as all semi and annual reports related to all uniformed services programs. Duties and responsibilities include program planning and development, supervision of staff, grants, contracts oversight, and providing technical guidance. Incumbent works to ensure that all office activities contribute to measurable results that are in accordance with agency regulations, DOD strategic objectives, international ethical guidelines and standards for public health care.

Major Duties and Responsibilities:

Program Management (50%)

Prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with overall program objectives in support of

the DHAPP HIV Program in Gabon; Prevention programs include, but are not limited to, education/outreach, HIV voluntary counseling and testing services (HTS), prevention of transmission of mother to child (PMTCT), targeting the military and highly vulnerable populations around military bases.

Serves as technical advisor to Ministries of Defense, Health (and other ministries or government/non-government entities as appropriate) in furthering their HIV/AIDS prevention programs, focusing on non-duplication of services provided by USG agencies, cooperative partners, contractors. Works closely with host government Ministry of Defense, international organizations, as well as partners funded by the government or Global Fund as indicated, and non-governmental organizations to influence other collaborative organizations engaged in HIV/AIDS Prevention programs to adopt appropriate strategies for their program activities.

Provides technical evaluation of all grants, contracts or cooperative agreement proposals for all in-country HIV programs. Works with the agency grants/contracts office and partner representatives to ensure that most current prevention protocols are included in the signed agreement.

Monitors the PMTCT program to ensure that it is consistent with new prevention protocols. Perform regular sites visits to the maternity sites associated with the program.

Advises on sound programmatic activities reaching commercial sex workers around the military bases, in accordance with USAID and national protocols.

Coordinates military personnel refresher trainings. Supervises the provision of logistic support to visitors connected with the program including the processing of international travel conducted in conjunction with the program. Meets with key partners to determine HIV program strategy and technical assistance needs.

Investigates appropriate use in collaboration with the Gabonese Military and DHAPP HQ for remaining DHAPP/Foreign Military Funds (FMF) equipment program, which supports laboratory equipment purchases approximately \$39,876.62 funds remain.

Provides guidance and direction to, program collaborators on management and implementation of activities to ensure consistency with DHAPP policies and guidance and host country policy regulations. Participates with partners in the development of work plans for implementation.

Monitors HIV/AIDS programs in accordance with standard guidelines and protocols. Provides advice and recommendations to Desk Officer and OSC Chief in interpreting data on health objectives and indicators related to specific HIV/AIDS programs. Draws attention to organizational needs such as inadequate medical supplies, equipment, facilities and staffing.

Provides updated technical information to collaborating partners as it becomes available. Designs practical training courses as required for various target audiences on how to implement, monitor and evaluate HIV/AIDS Prevention programs, uses M&E data and report progress to key stakeholders. Conducts on-the-job training sessions to ensure military staff is up-to-date with evidence-based programming.

Leads site assessments of HIV programs and collects data and prepares the technical assistance requests to be sent to DHAPP and/or designated agency leaders and develops scopes of work as needed for the requests. Prepares oral and written reports on the progress of program activities.

Administrative Management (25%)

Provides oversight and monitoring for budgets allocated to implementing partners. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, and accruals.

Maintains files and records in the Prevention Office specific to the activities/programs. Responsible for data integrity and security of information in the reporting databases that relate to HIV/AIDS infection. 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 are filed electronically and entered into the reference system.

Prepares and presents briefings for VIP visitors, participates in making arrangements for visits and serve as spokesman as required on matters within technical expertise. Assist the control officer for site visits to prevention program activities by agency and inter-agency officials.

Interagency Coordination (25%)

Represents US Embassy Libreville as an HIV expert at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies (Country Coordination Mechanism: CCM). Briefs agency officials on the results of such meetings and prepares written reports for submission to key stakeholders.

Serves as chair or rotating chair on in-country HIV/AIDS technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency prevention activities in Gabon.

Serve as a member and/or advisor on national committees for HIV/AIDS prevention issues. The purpose of these committees is to assess program needs and issues at the local level and communicate these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for HIV prevention on a national level.

Other (5%)

Incumbent will be required to perform other related duties as assigned by the agency.

Qualifications Required for Effective Performance:

Education:

Masters (MPH, MSHP, Program or Project Management) degree, or host country equivalent in medicine, public health, nursing, health policy, epidemiology, public administration, or social sciences is required.

Prior Work Experience:

Five years public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other public health programs that involve coordination with an international agency or implementing partner is required.

Post Entry Training:

Professional seminars to expand knowledge, skills and abilities in HIV/AIDS prevention, counselling and testing, behavior change, care and treatment, program evaluation, practices, procedures, and administrative and fiscal management. PEPFAR/DHAPP and agency-specific training in approaches to program design, implementation and reporting. Agency-specific leadership development training, and COR/CTO or Project Management of grants/cooperative agreements training are required.

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

Level IV English fluency in speaking/writing/reading. Level IV French fluency is speaking/writing/reading.

Job Knowledge:

Comprehensive knowledge and experience in HIV/AIDS prevention counseling and interventions, behavior change, care, treatment, and testing is required. Detailed knowledge of U.S. government public health programs and strategies is required. A detailed knowledge of the range of prevention programs, policies, regulations and precedents applicable to development and administration of national / international public health prevention program is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

Skills and Abilities:

Comprehensive knowledge and experience in HIV/AIDS prevention is required. Thorough public health knowledge of current HIV/AIDS issues is required. Detailed knowledge of the host government health care system and structures including familiarity with MOD policies, program priorities and regulations is required. Detailed 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. Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners are required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts, cooperative agreements and contracts is required. The ability to lead results-driven project teams and workgroups is required. Intermediate user level of word processing, spreadsheets and databases is required. Numerical skills for data analysis are required.

Position Elements:**Supervision Received:**

Position under the direction of the DHAPP Desk Officer and Team Lead and on-site supervision by the OSC Chief

Supervision Exercised:

Position has no direct supervisory responsibilities.

Available Guidelines:

International standards for public health care, Agency directives, regulations, policies, MOD regulations/policies, acquisitions regulations as appropriate.

Exercise of Judgment:

Required to make independent and professional judgments on the quality and effectiveness of HIV/AIDS prevention programs. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of the US, senior level staff of other agencies and the Ministry of Defense.

Authority to Make Commitments:

Position has no authority to make financial commitments; however, in the course of program management responsibilities position has limited authority to make non-contractual commitments related to project support and the vision of training and technical assistance.

Nature, Level and Purpose of Contacts:

Job holder must maintain frequent internal high-level contact with other agency counterparts to coordinate and standardize programs within the military that achieve results specified in DOD strategic objectives. External contacts are with senior program managers in the MOD and MOH, participating partners, and, if applicable 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, Global Fund and host government officials at the mid to upper management level for assisting, reporting, and monitoring purposes. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, and NGO directors and other public health professionals. These discussions are highly technical and involve procedures and practices that will obtain required program results.

Time Expected to Reach Full Performance Level:

One year.