



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUATEMALA	2. Agency DOS	3a. Position Number 312201-97973023
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3b. Subject to Identical Position? 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 _____

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Regional PEPFAR Coordinator	FSN-11		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
8. Office / Section	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<p>9. This is a complete and accurate description of the duties and responsibilities of my position</p> <p>_____</p> <p style="text-align: center;">Printed Name of Employee</p> <p>_____</p> <p>Signature of employee Date (mm-dd-yyyy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position</p> <p style="text-align: center;">Charisse M. Phillips</p> <p>_____</p> <p style="text-align: center;">Printed Name of Supervisor</p> <p>_____</p> <p>Signature of Supervisor Date (mm-dd-yyyy)</p>
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<p>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</p> <p style="text-align: center;">Charisse M. Phillips</p> <p style="text-align: center;">Printed Name of Chief or Agency Head</p> <p>_____</p> <p>Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p>	<p>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.</p> <p>_____</p> <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> <p>_____</p> <p>Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)</p>
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13. Basic Function of Position

Reaching the PEPFAR Partnership Framework targets and goals of USG HIV/AIDS activities in Central America requires strong leadership skills and dynamic coordination. The incumbent is designated by the Chief of Mission (Ambassador) or his/her designate, to serve as principal point of contact and coordinator of activities related to the U.S. President's Emergency Plan for AIDS Relief (the Emergency Plan / PEPFAR) in Central America and as a representative of Regional USG supported HIV/AIDS activities.

The U.S. Ambassador or his designee heads the in-country PEPFAR program and is the final decision-maker under PEPFAR Guidance for all program plans and activities submitted to the US Global AIDS Coordinator for approval. Working under the direction of the Ambassador or (Deputy Chief of Mission (DCM), the Coordinator plays a critical role in the planning, implementation, and reporting of program performance of inter-agency programs. The Coordinator is, in general, not a technical director, although the Coordinator may be expected on occasion to ensure follow-up on implementation of technical recommendations based on the Regional Operational Plan (ROP) and other performance

review information.

The Coordinator is a facilitator, a communicator, and at times, a negotiator. S/he works closely with all USG agencies involved in HIV/AIDS programming in Guatemala and in countries in Central America participating in the Partnership Framework and/or with USG funded HIV/AIDS activities. The Coordinator contributes to the region's National HIV/AIDS strategy, facilitating a coordinated USG HIV/AIDS response in collaboration with other donor groups and implementing partners in the region. When delegated the authority by the Ambassador, the Coordinator may represent PEPFAR with external partners including government, press, and others. The Coordinator may also represent the agencies at official meetings if so delegated by the Ambassador/DCM and/or Agencies. When the Coordinator meets with host country government counterparts, s/he should include Agency leads or, if not possible, to consult with Agency leads.

The Coordinator leads the development, preparation, and submission of the regional operational plan (ROP), semi-annual performance review (SAPR), and annual performance review (APR). The Coordinator is responsible for coordinating responses to regular and ad hoc requests from the Office of the Global AIDS Coordinator (OGAC); for ensuring that reports are submitted to OGAC on time; for organizing the logistical arrangements for inter-agency work; and for keeping all USG agencies on task.

A critical and particularly challenging aspect of the Coordinator's management of the Regional Partnership Framework will be working with and through several separate U.S. Missions and their constituent USG agencies and Central America counterparts. As currently envisioned, the U.S. Embassy in Guatemala will serve as the focal point for the administration of the Regional Partnership Framework with the U.S. Ambassador to Guatemala being the designated executive of the Regional Partnership Framework. As the U.S. Embassies in the seven countries in the region as well as USAID bilateral missions in Guatemala, El Salvador Honduras, Nicaragua and Panama are part of the Regional Partnership Framework, the Coordinator will need to work in an open, transparent, collegial way to build and maintain a consensus approach with all USG Missions in the region in regard to the design, implementation, and monitoring of this regional endeavor. The Regional Partnership Framework presents an additional challenge requiring the deft handling of interaction with several U.S. Missions and multiple Central American regional entities and host-country government stakeholders, while under the direct supervision of a single US Embassy Mission.

14. Major Duties and Responsibilities

_____ 100 _____ % of Time

The HIV/AIDS PEPFAR Coordinator's role will include the following:

- Principal advisor to the Ambassador's and/or the Deputy Chief of Mission on HIV/AIDS and developments in the President's Emergency Plan for AIDS Relief;
- Program Coordinator for USG HIV/AIDS activities in the region, interacting with multilateral agencies, the Global Fund Country Coordinating Mechanisms (CCM), NGOs and other key stakeholders involved in HIV/AIDS programming to ensure optimal integration of USG efforts. At the technical level, the PEPFAR Coordinator will defer to Agency leads, particularly in countries where there are bilateral USG programs;
- Facilitator for USG interagency collaboration and cooperation;
- Liaison with named representatives of the USG PEPFAR implementing agencies, (i.e. the US Agency for International Development (USAID), the Centers for Disease Control (CDC), Peace Corps and the Department of Defense) to ensure critical communication between and among agencies, including action requests, and policy guidance from OGAC;
- As appropriate, liaison, at a broad level, with Ministries of Health and National AIDS Directors through COMISCA and its technical arm, the Regional Coordinating Mechanism (RCM), to promote maximum collaboration between the host governments' HIV/AIDS programs and those being planned and implemented by USG agencies and their partners; Agency technical and management staff will continue to maintain a lead role for day-to-day interaction at the national and regional level.

Specific tasks of the Coordinator may include, but are not limited to, the following:

- Support representational activities by the following illustrative examples:
 - With agency input, preparing speeches for delivery by the Ambassador/DCM and requested background materials for public as well as sensitive diplomatic events;
 - With agency input, preparing written materials in collaboration with the Public Affairs Office (PAO), including press releases and Op-Ed materials for local and international media;
 - With agency input, supporting Congressional visits, PEPFAR/Washington visits, and visits by international dignitaries; and
 - Represent the Agencies at official meetings if so delegated by the Ambassador/DCM and/or Agencies.
- Facilitate the development and the implementation of a unified PEPFAR regional program, which includes the planning and production of the annual ROP. The ROP must capitalize on the comparative advantages and competencies of participating USG agencies, achieves maximum results related to the PEPFAR/ Regional Central America HIV/AIDS programs, and is in line with and supports COMISCA's strategic framework.
- Ensure that the ROP focuses on the priority needs of Central America in the context of other donors, host governments, and civil society efforts to respond to the HIV/AIDS epidemic.
- Coordinate and facilitate all reporting, including SAPR and APR development.

Principle Duties

- Convene and chair, as well as disseminate and retain records of regular meetings with the PEPFAR Central America Core Field Team and Principals.
- Facilitate meetings, as well as disseminate and retain records of meetings with any technical working groups.
- Manage operational and strategic planning processes to ensure development of a balanced PEPFAR regional program and mediate inter-agency conflicts that may occur in the planning process. Interpersonal conflicts should be first mediated at the Agency level.
- Facilitate and ensure timely financial and programmatic reporting by all participating USG agencies and their implementing partners.



- Work closely with Strategic Information team and USG agencies to coordinate and report program results.
- Coordinate interagency and Washington clearance processes for technical assistance visits (TDYs), and promote inter-agency benefit from TDYs whenever possible and appropriate;
- Support efforts by USG implementing agencies to recruit, qualify, and successfully engage new, especially local, Central American partners in PEPFAR activities. Prepare and disseminate periodic internal and external updates/status reports on PEPFAR in the region. Internal audiences shall be limited to USG participants, including PEPFAR agency HQ. External audiences shall include host country partners and stakeholders, non-governmental implementing partners, and the host country's media and the general public.

15. Qualifications Required For Effective Performance

a. Education

Master's degree in public health, nursing, medicine, public policy/administration or other relevant training in international health or development is required.

b. Prior Work Experience

Minimum of five years of experience in international public health programming and/or implementation with a minimum of three years working in technical oversight, design and implementation of health programs in developing countries is required.

c. Post Entry Training

N/A

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

English, Level IV Fluent / Spanish, Level IV Fluent

e. Job Knowledge

- Familiarity with USG systems and implementation mechanisms.
- Technical knowledge of international health issues and context, ideally HIV/AIDS

f. Skills and Abilities

- Excellent management, coordination, interpersonal and teamwork skills
- Demonstrated judgment, maturity, ingenuity and originality to interpret technical and political opportunities and constraints.
- Demonstrated ability to develop and coordinate implementation of detailed work plans/timelines for major time-sensitive and complex work projects
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Experience in operating effectively in cross-cultural environment and working within interagency setting.
- Basic Computer Skills (Level III)

16. Position element

a. Supervision Received

Supervision received by DCM

b. Supervision Exercised

Incumbent supervises one Global Funds Liaison Specialist and one Administrative Assistant

c. Available Guidelines: DOS, PEPFAR and Embassy Guidelines.

d. Exercise of Judgment: According to responsibilities of the position and PEPFAR guidelines.

e. Authority to make Commitments: None

f. Nature, Level, and Purpose of Contacts: Ministerial and NGO contacts at all levels for health programming.

g. Time expected to Reach Full Performance Level: One year