EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Dan TRIF, A/Management Officer

ANNOUNCEMENT NUMBER: 2015-004

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: HEALTH SPECIALIST (Surveillance)
FSN-11*

TYPE OF HIRE: TEMPORARY

OPENING DATE: February 02, 2015

CLOSING DATE: February 16, 2015

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: * LCP: 133,212,429– 144,614,254 * GNF P.A.
(POSITION GRADE: FSN-11)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED **WORK** AND/OR **RESIDENCY PERMITS** TO BE ELIGIBLE FOR CONSIDERATION.

Only complete application: filled DS-174 + documentation (Education and Work including start and end dates, certificates, trainings, awards, driver's license) that address the qualification requirements of the position will be **considered for screening**.

APPLICATIONS CAN EITHER BE BROUGHT TO THE US EMBASSY'S MAIN ENTRANCE OR BE SENT TO ConakryHR@state.gov.

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT:4298/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS RECEIVED, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

BASIC FUNCTION OF POSITION

Job holder is the Epidemiologist responsible for providing technical expertise and assistance to the Ministry of Health (MOH) and other participating partners in the design, implementation and strengthening of routine disease surveillance systems and the conduct of large, complex surveys designed to measure Ebola prevalence and other indicators of importance to evaluating the impact of Ebola control programs. Facilitate communication and maintain collaborative working relationships with partner organizations. Incumbent leads the Technical Working Groups and/or the Multi-sectored Technical Group.

MAJOR DUTIES AND RESPONSIBILITIES:

Job holder develops, implements, and monitors results of Ebola and other emerging disease surveillance activities and surveys. Several types of surveillance information may be collected: Ebola prevalence and recent infection rates through sentinel surveillance, including clinic attendees and high-risk populations in the community; Ebola and behavioral prevalence in the general population through surveys and testing; behavioral prevalence among high-risk populations.

Job holder serves as the agency's authority and primary point of contact for information related to design, partners, timelines, funding, and results of surveys, and works with the Strategic Information (SI) team to develop plans for new surveys to meet the strategic information needs of the country and the USG. Job holder recommends to supervisor and agency leadership shifts in program operations and other actions designed to improve accuracy of data.

Job holder's advisory role also includes ongoing support for capacity building within the MOH and other partners to improve existing data collection and analysis, interpretation and integration of data describing the Ebola epidemic into the national response. Job holder closely tracks health surveys of interest that are conducted by other public health entities. The incumbent works closely with agency staff across other Ebola and emerging diseases technical program areas to make sure that data generated by USG-supported surveys and by the MOH surveillance systems provides targeted information that can be used to support program planning, policy development, advocacy, and impact evaluation.

Job holder works closely with partners, scheduling site visits and meetings with representatives of each collaborating partner organization on a regular basis to ensure program results are achieved and all surveillance programmatic activities pass through ethical review with the appropriate agency authority. Job holder provides updated technical information to partners as it becomes available. Job holder either provides or arranges for informational briefings and practical training for various target audiences (e.g., Ministry public health officials, local public health personnel, doctors, nurses) on how to conduct surveys, monitor and evaluate public health programs, use M&E data, and report progress to key stakeholders. Job holder responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on surveillance strategies for Ebola-related and other emerging disease programs.

Job holder collaborates with SI colleagues, MOH contacts and other implementing partner staff to formulate and recommend appropriate monitoring and evaluation (M&E) activities for on-going and future Ebola prevention, treatment and care programs. Job holder works with SI colleagues and partners to call attention to activities where the development and/or strengthening of appropriate data management systems that monitor health objectives and indicators for Ebola prevention and other emerging disease programs is needed.

Job holder analyzes collected data related to overall surveillance services, summarizes and reports the findings of operational research to be used for reports of record, proposals, publications, and for presentations at national and international meetings. Job holder prepares regular and ad hoc progress reports on surveillance partner activities. Readers of these reports include agency and post management, other agency officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually. Job holder provides both oral and written advice and recommendations to chief of section and/or supervisor in interpreting data on health objectives and indicators related to overall surveillance initiatives in country. Job holder provides technical direction to interested public health officials and organizations on how to develop proposals that result in a memorandum of understanding, grant, contract and/or cooperative agreement for interventions that deliver surveillance services. This supports greater initial understanding and consistency with USG/CDC policies and how such policies can integrate with host country policies and regulations. Incumbent works with the agency procurement, grants and/or contracts office, as well as partner representatives, to ensure that most current surveillance survey protocols are included in the signed grant, contract or cooperative agreement and gives technical advice and direction to grantees, program collaborators and host government partners in the development of work plans for implementation of activities following grants/contracts/cooperative agreement awards.

As a senior surveillance project management specialist, job holder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, and/or Annual Program Statement. Job holder reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

As an expert in public health disease surveillance and surveys, incumbent takes an active role in developing specific agency program goals and objectives for Ebola and other emerging disease surveillance initiatives designed to strengthen in-country surveillance systems. This includes collaboration on surveillance strengthening and capacity building initiatives proposed in the country operational plans, annual work plans, and regular progress reports related to surveillance activities. Incumbent prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the USG, HHS and the agency's public health program in Guinea. The annual agency budget for Ebola and other emerging disease surveillance programs in Guinea in fiscal year 2015 is _60 million USD___.

The incumbent plays an active leadership role in the Mission's Strategic Information (SI) Technical Working Group (TWG) and/or the Multi-sectored Technical Group. In this role job holder collaborates in providing and interpreting Ebola and other emerging disease survey and surveillance data. The TWGs make sure that surveillance systems are meeting the needs of the national Ebola response efforts and that agency surveillance activities are consistent with agency overall program priorities. These TWGs provide technical, programmatic and budgetary guidance to partners, organize partner conferences and workshops and respond to agency requests and taskers.
Job holder represents CDC/Guinea at other technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties.

Job holder represents the agency in discussing and developing financial commitment targets for surveillance programs at administrative and strategic planning meetings. This includes all USG implementing agencies (Departments of State, Defense, Labor, Commerce, and Health - 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).

Job holder serves on other intra- and inter-branch and agency working groups and projects, often taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, called technical evaluation groups, special Ebola surveys and taskings, etc.
On behalf of the chief of section, incumbent may participate with other surveillance professionals on in-country committees on strengthening surveillance capacity in country. 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 for surveillance surveys on a national level. Based on information received in the national committees, job holder may recommend revisions to agency-level policies and guidelines for Ebola and other emerging disease surveillance.

Incumbent is responsible for providing oversight and monitoring the budgets allocated to surveillance implementing partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, ensuring quarterly pipeline reviews/budget status reports are completed, following up on irregular findings, providing advice for realignment of budgets, accruals.

Job holder maintains files and records in the surveillance data collection specific to the activities/programs for which incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to Ebola infection (particularly as related to named individuals). 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 for recordkeeping purposes.
Job holder participates in making arrangements for visits and serve as spokesperson as required. Serves as control for site visits for agency and inter-agency senior-level officials.

Monitors and reviews the results achieved by surveillance-specific implementing partners.

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

B QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a. Education:

Masters {Master of Public Health (MPH), Master of Science Public Health (MSHP) Degree or Guinea country equivalent in public health, medicine, public health policy, epidemiology, demography, or behavioral science is required.

b. Prior Work Experience:

Five years of mid- to senior-level public health experience in the management and development of epidemiological surveillance and/or large scale surveys of disease prevention, treatment, or care programs are required.

c. Language Proficiency:

Level III (good working knowledge) in English and French is required.

d. Knowledge, Skills and Abilities:

Job holder is required to have detailed knowledge of research methods and the collection, analysis and presentation of public health/epidemiologic data in order to plan, design, direct the implementation of and strengthen procedures for collection, analysis and dissemination of emerging disease epidemiological data. This includes knowledge of the principles, theories and practices of USG and internationally recognized standards for surveillance and survey regulations and procedures. Detailed knowledge of the host government health care system and structures including familiarity with Ministry of Health policies, program priorities and regulations is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative requirements in development and support of grants, contracts, memoranda of understanding and cooperative agreements is required.

Strong analytical skills to readily understand and discuss new surveillance program design, management, and implementation approaches are required. This includes the

development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Excellent oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare substantive and analytical reporting. Strong management skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Excellent overall computer skills (keyboarding with both speed and accuracy) and advanced skill levels in use of at least one of the more common epidemiologic data analysis software (EPINFO, STATA, SAS, or SPSS) is required. Excellent numerical skills for manipulating and reporting statistical data is required. Experience in the setting of computer software development standards, specifications and guidelines as well as experience working within already set standards to implement IT solutions is required. The incumbent will be expected to exercise tact in applying agency guidelines to unique and different public health surveillance activities, as surveillance programs and surveys are highly complex and can be threatening to stakeholders. Ability to persuade others, ingenuity and innovation will be required to influence collaborative organizations engaged in disease prevention, treatment and care programs to adopt appropriate strategies for improving the surveillance and survey process.

ADDITIONAL SELECTION CRITERIA

1. CDC will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. The candidate must be able to obtain and hold a valid security clearance and medical clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff Family Member (DS-174), which is available at

http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance**; plus**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**

3. Any other documentation (e.g essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

Human Resources Office-ConakryHR@state.gov or at the U.S Embassy's main entrance

Attention: Management Officer
P.O. Box 603
Transversale N0.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

POINT OF CONTACT

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: February 16, 2015

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.