

13. BASIC FUNCTION OF POSITION

Incumbent is responsible for supporting the organization, coordination and oversight of US Government-CDC activities under the direction and guidance of the Centers for Disease Control and Prevention (CDC) Mexico Country Director. Provides assistance to Country Director in the essential function of protecting the USG interests in public health that are vital to the Global Health Security Agenda goals and politically extremely sensitive.

Incumbent is a critical component of the bridge the CDC Mexico Office offers to protect USG interests in public health. The incumbent maintains close contact with officials from government agencies, non-governmental organizations, universities and private sector for the purposes of facilitating the development of new cooperation and affecting policy development and effective implementation of CDC activities in Mexico.

Incumbent serves as the public health advisor and analyst at the US Embassy, under the direction and guidance of the CDC Mexico Country Director. In this capacity, s/he is responsible for supporting the organization, coordination and oversight of US Government-CDC activities. The incumbent provides strategic advice to strengthen the cooperation with host-country government ministry of health officials, while enhancing the effectiveness and impact of US collaborative programs dealing with the public health of both nations.

Incumbent shares responsibility for inter-agency coordination and in-country administrative support. In this capacity, the job holder participates in the planning, design, development, management and monitoring of operational services for agency programs and projects.

This position requires the incumbent to be on a Direct Hire LE Staff appointment to perform inherently governmental duties, such as signatory authority and representing CDC Mexico at high level meetings.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

50% Office Administration and Budget Monitoring.

Incumbent is responsible for USG inter-agency coordination and as such is the day-to-day operations manager and point of contact for coordinating inter-agency administrative arrangements, particularly during visits by agency key officials. Incumbent participates with CDC Country Director and represents the CDC Mexico office at meetings with CDC headquarters where issues such as strategic planning and budget planning are discussed and decided. S/he performs translation and interpretation services in many settings when necessary.

Other administrative duties may be assigned e.g., managing the list of international visitors and official USG/CDC travelers, scheduling drivers through the US Embassy motor pool, and enabling CDC staff to attend meetings in Mexico outside the CDC office, and supporting the delivery of training courses at off-site locations e.g., institutions of the Ministry of Health in Mexico such as the National Diagnostic and Epidemiologic Studies Laboratory (InDRE)) when necessary. S/he facilitates travel of CDC Country Director in host country and outside of Mexico, and CDC officials to Mexico. This includes making travel arrangements and preparing vouchers.

Performs the key public relations functions responding to written and verbal inquires and other communications from other public health related governmental agencies, non-governmental agencies or organizations, university collaborators. Responds directly to inquiries from US Embassy staff, from the Department of State and/or HHS in Washington, on CDC issues; responds to inquiries from and initiates communications with the governmental agencies and institutions responsible for public health in the host country. In the absence of the CDC Country Director, the incumbent represents the CDC Country Director in committees, work groups and operation teams.

Public Health Administrative Management Specialist is the technical expert on grants, contracts and/or cooperative agreements and oversees formulation and expenditure reports prepared by implementing partners, and provides technical assistance to the CDC Director in Mexico and other offices such as FUMEC (US-Mexico Foundation for Sciences), as the CDC CoAg funds recipient and fiscal liaison with Mexico's SPPS.

The incumbent is the primary liaison with the US Embassy ICASS service providers. S/he prepares COAST reports, funding cables. Inter-agency agreements and other financial documents. The incumbent negotiates leasing contracts, purchases and acquisitions, and advises on protocol and security assessments for travel and TDY employees.

Incumbent will apply expertise and experience to each and every duty and responsibility aforementioned.

It is indispensable for this country office to have a specialist assuming and performing the duties and responsibilities required to achieve goals and objectives stated in the agency and program plan.

35% Program Management Planning and Development.

Assists the Country Director and aids in guiding the entire portfolio of US-Mexico collaborative programs relating to public health, animal health (zoonotic diseases), migrant health, binational foodborne and waterborne outbreak response and prevention activities, epidemiologic studies, research, biosafety and biosecurity and training supported by CDC of the Department of Health and Human Services (HHS). S/he also assists in coordination and guidance of public health initiatives funded by other agencies (e.g., FDA, USDA, APHIS, USAID). The incumbent coordinates a variety of CDC in-country activities to ensure their maximum efficiency and impact with the local government and regional agencies. Incumbent works with scientists and governmental officials on drafts of documents for projects, agreements, communications, special reports and travel and expenditure authorization cables with US Embassy colleagues. Incumbent determines, as well as conducts site visits and evaluation of fiscal and managerial aspects of these cooperative program projects when appropriate and necessary.

Incumbent will ensure access to, and maintain productive relationships with high-level host government officials and scientists at the Ministries of Health, Agriculture and others that have influence over public and animal health issues. Often the incumbent will deal directly with individuals who are several levels of rank above her/his own, empowered by the US Embassy and the CDC Country Director to make these contacts. Incumbent provides insightful briefings and guidance on how to effectively achieve health related US goals through interactions with these host country government, non-government and academic counterparts and contacts. Incumbent assists the CDC Country Director in developing and expanding public health, epidemiologic and laboratory research studies, and training initiatives relevant to the CDC mandate in Mexico. In interactions with scientists and officials in the region, incumbent can attend as necessary on behalf of the CDC Country Director. The incumbent is responsible for logistics of technical workshops. Seminars, conferences, joint working group meetings, and project development missions in Mexico. This agency's country office requires electronic administrative management control of files and responsible use of data.

Incumbent employs program management methodologies and techniques through the use of electronic hardware and Microsoft software tools.

14. MAJOR DUTIES AND RESPONSIBILITIES - (cont'd)

10% Technical Reporting.

Independently, incumbent provides accurate and detailed reporting through analysis of scientific literature, press reports, published documents and unpublished sources (e.g., orally communicated research observations, internal policy documents that the regional governments may provide) to assist US scientists and technical agencies in their efforts to cooperate with Mexico on issues of food safety, zoonotic diseases, vector-borne diseases, and importation issues pertaining to drugs, clinical specimens and laboratory reagents.

Incumbent makes site visits to government agencies, academic institutions and research facilities to obtain required information for reporting and monitoring functions regarding CDC collaborations. Incumbent prepares final reports as cables, letters or memos, or any other official or semi-official necessary document following all established format and clearance requirements.

Technical reporting is inherent to this position and it is an essential task to maintain program and projects continuity and to justify the corresponding funding to achieve agency's goals and objectives.

5% Other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:**
Bachelor's degree or host country equivalent in Public Administration, or Business Administration, or Public Health or Public Policy is required.
- b. **Prior Work Experience:**
This position requires a total of five years of experience. Specifically: a) three years of progressively responsible administrative management experience in a public health field or a health-related international development organization is required; and b) two years of experience that includes direct supervision of staff is required.
- c. **Training:**
Completion of Contracting Technical Officer (CTO) course or the Contracting Officer's Representative (COR) course is required. Also required is completion of Managing for Results, Program Budget, Acquisition and Assistance and Leadership training within the first year or as soon as funds become available.
On-the-job-training on CDC functions and policies (length one week) is required
Communication Skills RP373 (length of course two days) is required
ILMS Overseas Ariba Requester Training PA376 (length of course one hour) is required
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
English Level IV fluency – fluent English speaking/reading/writing is required.
Spanish Level IV fluency - fluent Spanish speaking/ reading/writing is required.
Ability to translate and interpret complex technical scientific matter from English to Spanish and vice versa is required.
Ability to communicate with senior-level policy makers in both English and Spanish to assure mutual understating of technical, medical and other professional terminology is required.
- e. **Knowledge of the Organization:**
A thorough knowledge of Agency and applicable inter-agency management operations, to include financial management, procurement and contracting (including grants, contracts and/or cooperative agreements), travel, IT, and other administrative procedures, regulations, and requirements is required.
Advanced knowledge of multinational organizations that partner with the USG in health activities in Mexico, including the World Health Organization (WHO), Pan American Health Organization (PAHO), USAIDS is required.
Knowledge and understanding of the functions and operations of the Department of Health and Human Services and other US agencies that have responsibilities for health and public health policy is required.
- f. **Other Skills and Abilities:**
Incumbent must be able to conduct keyboard/data entry with computer software specialized for data entry at a basic skill level and have standard and advanced keyboarding and Microsoft software skills
Numerical skills at the level of being able to manipulate calculations are required.
Computer skills at an intermediate to advanced user level for Microsoft Word, Excel, Power Point, Outlook software is required.
Excellent public/interpersonal skills to initiate and maintain open communication with public health high level officials are required.
The ability to assess problems and develop realistic solutions (how to plan for and administer available resources of funds, personnel and equipment in the best interest of CDC Mexico Country Office objectives is required.

16. POSITION ELEMENTS:

- a. **Supervision Received:**
Position is directly supervised by the CDC Country Office Director.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:**
Federal Acquisition Regulations, agency specific non-operating funds disbursement and reporting regulations, agency-specific procurement regulations and requirements for developing and implementing grants, contracts and/or cooperative agreements, inter-agency regulations for human resources management of locally employed staff; CDC strategic objectives and operating provision; the country Operational Plan (COP)
- d. **Exercise of Judgment:**
Position has wide latitude to manage the administrative infrastructure that supports CDC projects in Mexico and is required to constantly look for opportunities to provide such services in a more efficient and cost-effective manner. This includes ability to execute management change at the administrative level.

- e. **Authority to Make Commitments:**
Position has full authority to allocate or redeploy equipment resources in support of program goals. Position provides high level technical assistance to implementing partners and may amend existing procedures and practices. However, no formal commitment may be made that involves funding.
- f. **Nature, Level, and Purpose of Contacts:**
Mission, inter-agency CDC and agency contacts at all levels for purposes of ensuring management services meet CDC objectives. Interaction with agency Country Director for meeting strategic management objectives. High level decision making and policy development government officials from host country's public health field. Cooperating/implementing partners at the mid to upper management level for reporting, monitoring and management control purposes, host government participating partners at the mid to upper management level for financial reporting purposes. High level scientists from public health institutions and upper level faculty members from academic scientific sector.
- g. **Time Expected to Reach Full Performance Level:** One year.