

**Position Title and Series Code:** Public Health Specialist (TB), FSN –550

**Agency/Post Title:** Public Health Specialist (TB)

### **13. Basic Function of Position:**

Under the close supervision of the Division of Global HIV and Tuberculosis (DGHT) TB Branch Chief, job holder serves as Tuberculosis (TB) program manager and key public health technical advisor to the official in charge of the organizational unit that is responsible for programs conducted in the area of TB services. Job holder's responsibilities include an active technical advisory role to the Ministry of Health and implementing partners, day-to-day program and administrative management, and coordination and collaboration with other USG agencies to ensure project implementation addresses program strategic objectives and U.S. and host government national and international public health standards and best practices. Both the advisory and managerial roles require public health technical leadership, results-oriented analysis, advocacy, and constant and clear communication with the Ministry of Health, other host government ministries, implementing partners, and non-governmental organizations (NGOs). Jobholder represents CDC India on TB issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

### **14. Major Duties and Responsibilities:**

#### **I. Program Management**

**(70%)**

The incumbent assists DGHT TB Branch Chief in developing, implementing, coordinating, and monitoring results of activities conducted in the areas of TB services. Specific program management responsibilities include:

1) As a technical expert in public health, health education, and health service research issues, incumbent takes an active role in developing specific agency program goals and objectives for TB initiatives. This includes collaboration on TB initiatives proposed in the country operational plans, annual work plans, and regular progress reports related to the delivery of TB services. Incumbent prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the USG and the CDC's program in India. The annual agency budget for TB programs in India in fiscal year 2015 is up to \$3 million.

2) Job holder works closely with senior and mid-level host government ministry officials, Global Fund partners, international and non-governmental organizations to: a) coordinate outreach that raises awareness among civic and social organizations of TB issues and programs available; and b) influence other

collaborative organizations engaged in TB programs to adopt complementary strategies for their program activities.

3) Job holder provides technical direction for proposals that result in a grant, contract and/or cooperative agreement for interventions that deliver TB integrated services. This ensures consistency with USG policies and 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 TB program guidelines, policies and procedures that reflect international and national (MOH) standards of TB care and treatment are included in the signed grant, contract or cooperative agreement. Job holder 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.

4) Job holder monitors implementation activities and collaborates with each partner organization on a regular basis to ensure program results are achieved and all TB programmatic activities and study protocols meet human subject requirements and pass through ethical review with the appropriate agency authority. This involves coordination with the host government, other international donors, and regular site visits and meetings with representatives of each organization to review progress. Based on these activities, job holder makes recommendations to the supervisor and agency leadership changes or shifts in program operations.

5) Job holder provides updated technical information and new USG and agency program policies to partners and a wide group of public health collaborators as it becomes available. This information generally involves how to implement, monitor and evaluate TB 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 strategies for TB programs.

6) Job holder acts as a liaison with the Strategic Information (SI) office or branch on the establishment and management of a system for data collection and management. Job holder ensures that appropriate data management systems to monitor health objectives and indicators for TB programs are in place and takes responsibility for the management of these systems within the office or section.

7) Job holder analyzes data related to TB 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. Provides advice and recommendations to chief of section and/or supervisor in interpreting data on health objectives and indicators related to TB.

Under the supervision of DGHT TB Branch Chief, job holder 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, oversees performance of implementing partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

## **II. Administrative Management (15%)**

Incumbent is responsible for providing oversight and monitoring the budgets allocated to TB implementing partners within the job holder's portfolio. 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 realignment of budgets, accruals.

Job holder prepares regular and ad hoc progress reports on TB 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 maintains files and records in the TB 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 TB 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.

Prepares and 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. Serves as control officer for site visits for agency and inter-agency senior-level officials.

The incumbent monitors and reviews the results achieved by TB-specific implementing partners.

## **III. Interagency Coordination (15%)**

Due to the highly integrated nature of the TB infectious disease program, job holder plays an active leadership role in the U.S. Mission Country Team Technical Working Groups. 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 (Agency/Country) at other technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency

officials, country team 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 TB programs at administrative and strategic planning meetings. This includes all USG agencies involved in TB activities (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), and USAID.

Job holder serves on other intra- and inter-branch and agency working groups and projects, frequently 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 taskings, etc.

On behalf of the chief of section, incumbent may participate with other professionals on in-country committees for TB 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 for TB on a national level. Based on information received in the national committees, job holder may recommend revisions to the agency-level and country team program policies and guidelines for TB.

Note: This job description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

## **15. Qualifications Required for Effective Performance**

### **A. Education:**

Doctoral level degree (Doctor of Public Health (DrPH), Doctor of Medicine (MD) or Doctor of Philosophy (PhD) or host country equivalent degree in medicine, public health, epidemiology, behavioral or social science field is required.

### **B. Prior Work Experience:**

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

**C. Post Entry Training:** Ongoing continuing education and professional seminars including but not limited to most current methodologies regarding the integration of TB services, clinical management, surveillance, and program evaluation 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.

**D. Language Proficiency (level and specialization):** Level IV (fluency – speaking/reading/writing English is required.  
Level IV (Speaking) in Hindi /Tamil/Marathi

**E. Job Knowledge:** In order to support the host government and implementing partners in the development and strengthening of effective services for those who are co-infected, a cross-cutting professional knowledge foundation TB activities is required. This would include detailed knowledge of current TB infectious disease issues, behaviour change, counselling, care, testing and clinical interventions related to TB treatment. Detailed knowledge of the host government health care system and structures including familiarity with Ministry of Health policies, program priorities and regulations is required. Detailed specialist knowledge of agency TB public health programs, policies, regulations and precedents applicable to the development and administration of national/international public health programs funded by USG 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 support of memoranda of understanding and cooperative agreements is required.

**F. Skills and Abilities:** Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to accomplish reporting requirements. Strong managerial skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. The incumbent will be expected to exercise considerable ingenuity and tact in applying USG guidelines to TB public health settings, as the programs are highly complex and can be threatening to stakeholders. The ability to influence other collaborative organizations engaged in TB treatment programs to adopt appropriate strategies for improving the programs for patients with TB is an important skill required for this position. Computer Knowledge - Intermediate user level of word processing, spreadsheets and databases is required. Strong skills

in interpretation of program monitoring and evaluation data are required. This would include the ability to understand and synthesize numerical data.

## **16. Position Elements:**

### **A. Supervision Received:**

**A. Supervision Received:** Directly supervised by CDC DGHT TB Branch Chief.

### **B. Supervision Exercised:**

Position has no direct supervisory responsibilities but as the senior technical expert provides work guidance to two employees and has a results-oriented working relationship with two-five implementing/cooperating partners, contractor officials, and/or host country employees.

**C. Available Guidelines:** Generally accepted international medical and ethical standards for TB. USG strategic objectives and operating provisions. Agency operational plans, USG (including agency and mission) and Ministry of Health rules, regulations, policies and technical papers issued both in writing and orally.

**D. Exercise of Judgment:** Job holder is expected to make independent and professional judgments on the quality and effectiveness methods and techniques used in implementing, analysing and evaluating results of TB program activities and operational research projects and to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners, senior level staff of other agencies and the Ministry of Health.

### **E. 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. Job holder has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

**F. Nature, Level and Purpose of Contacts:** TB is a cross-cutting intervention and job holder has regular contact with agency acquisitions, financial and other administrative staff for purposes of program financial accountability, travel and coordination of site visits; job holder has regular contact with agency colleagues and other USG participating agency counterparts for purposes of carrying out monitoring and evaluation requirements and coordinating support across programs for lab services, training, etc. High level internal contacts include the head of agency for purposes of providing information, coordinating and

standardizing TB programs that achieve results specified in USG strategic objectives. External contacts are with senior program managers in the MOH, participating partners, and directors of health institutions such as universities and medical research organizations, NGOs and other program collaborators. Purpose is to stay informed and up-to-date on health matters, especially TB and HIV including new levels and trends in health conditions, status of key policies, legal and regulatory changes that could affect the implementation of TB programs. Incumbent also utilizes these contacts to support and develop the highest technical quality and integration of TB prevention and treatment programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, supply chain managers, pharmacists, and other public health professionals for purposes of providing information on latest research, timely technical updates, program integration and evaluation.

**G. Time required to perform full range of duties after entry into the position:** One year.