INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Abuja, Nigeria	HHS/CDC Nigeria	

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☑ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☑ b. New Position

☐ c. Other (explain) Replacing existing position

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Program Specialist, Quality Assurance Management	FSN- 10	su	3/29/2016
b. Other				
c. Proposed by Initiating Office CDC Nigeria	Program Specialist, Quality Assurance Management			

6. POST TITLE POSITION (if different from official title) Program Specialist, Quality Management	**7. NAME OF EMPLOYEE**
8. MISSION American Embassy Abuja	b. Second Subdivision
a. First Subdivision Department of Health and Human Services US Centers for Disease Control and Prevention (CDC) Nigeria	c. Third Subdivision
9. This is a complete and accurate description of the duties and Responsibilities of my position. Typed Name and Signature of Employee Date(mm-dd-yy)	**10. This is a complete and accurate description of the duties and Responsibilities of this position.** Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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. Typed Name and Signature of American Supervisor Date(mm-dd-yy)	**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.** Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Under the supervision of the Branch Chief for Epidemiology, Strategic Information, and Health Systems Strengthening, the incumbent will provide technical expertise to improve the quality of HIV/AIDS services that US CDC Nigeria is providing in collaboration with the Federal Ministry of Health (FMOH).The incumbent supports CDC Nigeria in the assurance of data and service quality through review and assessment (e.g., data quality audits; DQA) and the promotion and coordination of continuous quality improvement (CQI) activities

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

Service Quality Assurance and Improvement (35%)
The incumbent will support the promotion and coordination of continuous quality improvement (CQI) activities within CDC and PEPFAR Nigeria. Provide mentorship and support to strengthen CDC Nigeria efforts to build the capacity of CDC Nigeria staff to promote and coordinate continuous CQI activities. Work across programs to ensure continuous quality improvement strategies are implemented in service delivery activities. CDC and PEPFAR Nigeria funded partners with the mandate for CQI on portfolio focus, content, and coordination. Provide support and work to strengthen efforts to build the capacity of CDC Nigeria staff on quality improvement activities. Support the implementation of the Site Improvement through Monitoring System (SIMS) program.

Data Quality Assurance (15%)
The data entry QA professional helps develop data entry systems controls and analysis tools that help ensure consistent quality throughout the data entry process. Along with developing processes, the quality assurance professional must train and coach data entry specialists to implement proper standards. The quality assurance professional must periodically collect and review reports to uncover any data errors and to coordinate correction. To design and maintain systems for collecting and learner performance data including production of data for managers to inform judgments about the quality of provision and subsequent decisions/actions to improve the quality of provision including

Strengthening Government of Nigeria Continuous Quality Improvement System (15%)
Provide guidance and support to the HIV/AIDs Division of the FMOH and the National AIDS Control Agency and other partners on CQI. Ensure partnerships with other non-USG partners who are engaged in CQI initiatives so as to coordinate efforts. Provide guidance and technical assistance to develop and strengthen national quality evaluation and accreditation programs for health care facilities providing HIV care. Support the development and implementation of public policy and guidelines related to quality of HIV care to improve the quality services. Provide technical assistance to develop quality improvement principles, and to determine and improve the quality, effectiveness, efficiency and utilization of services and the satisfaction of service users. Ensure services provided by the health system are coordinated and integrated to ensure continuity of service delivery among different providers and different levels of care. Provide technical assistance to GON in the implementation of NigeriaQual program.

Data Management (15%)
Develops appropriate data management systems to monitor health objectives and indicators for HIV/AIDS prevention programs. Provides assistance to CDC Nigeria/FMOH in interpreting data on health objectives and indicators. Responds to requests from NGOs, health care organizations, and medical professionals for information and technical assistance on data management strategies for HIV/AIDS intervention programs.

Program Management (20%) Serves as a Lead Activity Manager for 2-3 projects. In this capacity, takes a major technical role in development Funding Opportunity Announcement, solicitation for funding and review of applications Liaises with the agency cooperative agreements management team and the grant management officer/specialist in the CDC headquarters on technical reviews and funding awards. Oversees performance of cooperating partners, carries out technical reviews, reviews progress, identifies potential issues and informs project office, recommending actions for amelioration. Incumbent is responsible for providing oversight and monitoring the budgets allocated to cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities; pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, accruals.

Other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

A Masters degree or higher in one of the following disciplines: Medicine, Public Health; Epidemiology; Computer Science, Behavioral Sciences, Applied Mathematics or a strongly related discipline.

b. Prior Work Experience

A minimum of 5 years of experience working as an M&E or quality assurance officer in a health/medical research organization, university or public health program implementing agency, based in a developing country, is required.

c. Post -Entry Training

The incumbent should have professional training and extensive knowledge in program monitoring and evaluation. Incumbent should possess basic computer skills with experience/training for word processing and spreadsheets. Should have training in applications such as Epi Info or related statistical software packages.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV English (fluency in both written and oral) is required.

e. Knowledge

Knowledge of program evaluation strategies and techniques as well as infectious disease prevention activities. Additionally, the incumbent should possess expert knowledge of the application of program management and the translation of evaluation data as it pertains to the improvement of program operations, guidelines, and policies. Incumbent should be familiar with the health care system of Nigeria. Incumbent should possess knowledge and understanding of the principles of organizational management and be familiar with the work of USAID and CDC.

f. Skills and Abilities

Skill in providing leadership, direction, and technical expertise in the monitoring and evaluation of public health programs. This includes the ability to resolve independently problems related to supervision of personnel, program policy, and program operations. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners. The incumbent will be expected to exercise considerable ingenuity in applying guidelines to unique and different settings; as the work is highly complex and can be threatening to stakeholders. As a program M&E representative for CDC Nigeria/PEPFAR, the incumbent will also be expected to exercise considerable innovation during his/her attempts to influence other collaborative organizations engaged in HIV/AIDS prevention programs to adopt appropriate M&E strategies for their program activities. The incumbent should be technically proficient with all of the software packages and tools necessary for successful monitoring and evaluation of program activities (e.g., Microsoft Excel, Microsoft Access, and statistical programs such as SAS, SPSS, or STATA).

16. POSITION ELEMENTS

a. Supervision Received

Assignment of tasks, direction, and review of activities and progress will be provided by the Branch Chief for Epidemiology, Strategic Information, and Health Systems Strengthening, CDC Nigeria. However, as an expert in the field of M&E strategies, the incumbent will be expected to function with minimal supervision. Completion of tasks and assignments will be reviewed regularly through required written reports and oral progress reports.

b. Available Guidelines

CDC Nigeria and FMOH rules, regulations, and policies issued both in writing and orally. Frequently the incumbent will apply these guidelines independently as circumstances may dictate.

c. Exercise of Judgment

Incumbent will be expected to make independent and professional judgments on the quality and effectiveness of HIV/AIDS treatment and care programs and to develop strategies for eliciting cooperation and commitment on program evaluation activities from the implementing partners of the USG and senior level staff of other agencies that are involved in providing HIV/AIDS related services and activities.

d. Authority to Make Commitments

The position has limited authority to make non-contractual commitments related to local training and technical assistance.

e. Nature, Level and Purpose of Contacts

Contacts are with senior program managers in the FMOH, NGOs, and other program collaborators. The purpose of these contacts is to stimulate and support the technical M&E of HIV/AIDS prevention and care programs, develop collaborations, provide consultations and build evaluation capacity for the programs.

f. Supervision Exercised

This is a non-supervisory position. However, the employee will be expected to occasionally provide work allocations to support staff, direction to contractors for data entry, guidance to team members of technical assistance consultancies to PEPFAR NGO's and orientation to other FSN staff.

g. Time Required to Perform Full Range of Duties after Entry into the Position

The incumbent should have at least one year to adequately perform the full range of duties expected of the position. However, ideally he/she should be able to assume the full duties of the position after a brief orientation and introduction to PEPFAR, CDC and FMOH staff, and policies and procedures.