

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

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

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office CDC Nigeria	Management Specialist			

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE VACANT
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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)
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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)
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13. BASIC FUNCTION OF POSITION

Job holder oversees the day-to-day management, administrative, financial and program coordination functions in support of a broad range of agency-funded Division of Global Health Protection (DGHP) program activities that are implemented by specific program offices, branches or programmatic teams in support of the Global Health Security Agenda (GHSA). The work portfolio includes finance, human resources, procurement, cooperative agreement management, information management, and logistics. Job holder reports to the Associate Director for Global Health Security.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
I. Administrative Management Job holder is responsible for managing and coordinating all GHSA-related administrative operations, including coordination	70% of time

of personnel matters, implementation of administrative policies and procedures, filing and document management, travel, procurement, logistics for meetings and conferences, and property and inventory management. Job holder works closely with administrative staff of contractors and partners, providing specific feedback to the contractor/partner on the performance of staff.

Job holder establishes standards of service for out-sourced administrative services and meets regularly with the CDC Nigeria business services and contract service providers to ensure that standards of service are met and all projects are fully supported as intended.

Job holder is directly responsible for delivering required administrative services within budget. This is done by establishing the budget base for agency approval, constant oversight and monitoring. Job holder meets regularly with the agency project accountants and, in some cases, ICASS Financial Management Office (FMO) accountants. Reviews all invoices and vouchers to verify that funds have been obligated and financial records are correct. Reviews all GHSA program travel requests to ensure travel is in accordance with GHSA strategic objectives and Federal travel regulations.

Job holder interprets and applies agency-specific HR policies, rules and regulations and makes recommendations for resolving difficult or sensitive personnel matters. Job holder ensures that position descriptions are accurate prior to forwarding to the human resources office for job evaluation and recruitment. Incumbent works closely with the service provider to clarify agency needs in relation to inter-agency regulations and guidance.

Job holder is responsible for the establishment and maintenance of an electronic inventory system that accounts for the receipt and location of all grantee equipment and supplies. Job holder oversees the control and inventory of office and computer equipment and coordinates periodic and annual inventory reports with Agency headquarters.

Job holder plays a key advisory role in strategic planning and budget development of the agency's Global Health Security Agenda (GHSA) work plan and assures that support is provided for the implementation of the technical sections of the work plan. Incumbent provides technical review for all agency operational needs for the work plan technical areas.

Job holder monitors, analyzes, and makes recommendations to agency leadership regarding agency services to be provided for programs and the adequacy of the administrative infrastructure and staffing necessary to ensure efficiency, economy, productivity and staff morale.

Job holder establishes management controls to limit access and ensure the integrity of the files and databases used agency and Global Health Security reporting purposes.

Incumbent reviews and pre-approves all procurement requests subject to final approval and quick review by agency senior leadership. Job holder establishes follow up procedures so that routine procurement of expendable supplies takes place in a timely manner and the correct procurement instrument is used. When necessary, incumbent develops sole source justifications for procurement of special products, specialized equipment and supplies.

Job holder is a major contributor in program strategic planning and serves as the lead contributor in coordinating planning, development, review and execution of budgets for programmatic areas. Job holder coordinates, monitors and oversees financial management, including the oversight of financial expenditures and accountability; undertakes financial analysis of programs in close cooperation with the Management team. Job holder coordinates reviews of partner organizations' audited financial statements for accuracy and compliance with project grants, contracts, and/or cooperative agreements, as well as financial payment and reporting requirements.

II. Cooperative Agreement Management

20% of time

Job holder serves as the cooperative agreement technical officer and main point of contact for all GHSA-related grants, contracts and/or cooperative agreements. This responsibility requires the development of close working relationships with program officers and senior staff of collaborating partner agencies to ensure that partners meet all objectives and outputs. This includes:

- a) Development, coordination and technical oversight of the Funding Opportunity Announcements (FOA) and liaison with the Agency Program and Grants Office on technical reviews and funding awards;
- b) Liaison with agency deputies and public health specialists and implementing/cooperating partners to assure that projects are conducted according to the terms and conditions in the notice of award and that USG funds are appropriately utilized;
- c) In coordination with project officers, review of all applications, supplemental awards, requests for extensions, and funding for technical and budget soundness and advice and recommendation to agency management on proposals;
- d) Provision of direct technical assistance and support to grantees, contractors and cooperative agreement partners in the development of spending and work plans for implementation of activities following awards. Monitors and reports on

supported grants, cooperative agreement and contract activities (quarterly reports, continuation applications, supplemental applications, and financial status reports) and collaboration with partners to ensure all appropriate programmatic activities and study protocols meet human subjects requirements and pass through ethical review; and

e) Review and recommendation regarding the provision or withholding of funds, or to discontinue an activity to contractors/grantees which fail to meet program requirements. Examples include failure to provide reports in a timely manner, misuse of funds, or unauthorized purchases with program funds.

III. Interagency Coordination

10% of time

Incumbent serves as a member on selected technical workgroups that propose and coordinate inter-agency program components and funding levels for GHSA activities. Recommendations from the technical working groups play a key role in the development of the overall Global Health Security program in country.

Job holder routinely represents the Agency at administrative and planning sessions called for the purpose of discussion and evaluation of financial commitments for overall GHSA programs. Such meetings include all USG GHSA implementing agencies (Defense, and Health and Human Services/CDC, and USAID, host country government officials, and collaborating agencies and organizations).

15. QUALIFICATIONS

REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Bachelor's degree or host country equivalent in public administration, business administration, management, finance, sciences, or a health related field is required.

b. Prior Work Experience

This position requires five years of progressively responsible administrative management experience in a public health field or a health—related international development organization.

c. Post Entry Training

Incumbent is required to complete agency-specific grants and management training as provided by agency headquarters. Training will take at least 40 hours of classroom or online training. Other required training includes leadership development training and agency-specific project management training.

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

Job holder must have a highly detailed knowledge of the country GHSA plan and the infrastructure and staffing required to carry out the plan. A thorough knowledge of Agency and applicable inter-agency management operations, to include financial management, human resources, procurement and contracting (including grants, contracts and/or cooperative agreement audit and accounting requirements), travel, IT, and other administrative procedures, regulations, and requirements is required. Job holder must have a detailed understanding of services and logistics available in Nigeria as well as a good knowledge of the public health and medical systems in Nigeria. Job holder must show: awareness of safety hazards in the work environment; working knowledge of administrative, budgetary, procurement, and travel issues related to government purchasing and funding guidelines.

f. Skills and Abilities

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 global health security program objectives) is required. Excellent interpersonal skills in order to coordinate with USG and implementing/cooperating partners to ensure mutual cooperation are required. Ability to plan budget expenditures to meet GHSA-program needs is required. Ability to coordinate and negotiate effectively with host government, ICASS providers and inter-agency partners is required. Job holder must have exceptional typing and keyboard skills with good working speed and accuracy for use in preparation of reporting documentation; intermediate user level of word processing, spreadsheets and databases is required. A facility to work with higher mathematical calculations for purposes of reporting is required.

16. POSITION ELEMENTS

a. **Supervision Received**

Position is directly supervised by the Associate Director for Global Health Security.

b. **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; Global Health Security strategic objectives, operating provisions, and Country Work Plan.

c. **Exercise of Judgment**

Position has wide latitude to manage the administrative infrastructure that supports GHSA projects 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.

d. **Authority to Make Commitments**

Position has full authority to allocate or redeploy non-fiscal resources such as equipment 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 GHSA funding.

e. **Nature, Level and Purpose of Contacts**

Mission, inter-agency PEPFAR, and agency contacts at all levels for purposes of ensuring management services meet agency and Global Health Security objectives. Interaction with agency director/Chief of Party level regarding resources needed for meeting strategic management objectives. 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.

f. **Supervision Exercised**

N/A

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

One year

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