# 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 | A96125 |

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 | Senior Public Health Specialist (Emergency Management), | FSN-11 | Su | 5/4/2016 |
| b. Other | | | | |
| c. Proposed by Initiating Office CDC Nigeria | | | | |

| | |
|---|---|
| 6. POST TITLE POSITION (if different from official title) | 7. NAME OF EMPLOYEE VACANT |
| 8. MISSION American Embassy Abuja | b. Second Subdivision Global Health Security |
| 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

This position serves as the Global Health Security public health emergency management portfolio manager. This position is responsible for public health emergency management activities supported by the CDC Nigeria office, primarily infectious disease outbreaks but also including natural, accidental and intentional (terrorism, crime, civil disorder) disasters with public health implications. The incumbent is the primary advisor to the Associate Director for Global Health Security on public health emergency operations and management in Nigeria and serves as a mentor for public health emergency management staff at the Ministry of Health and other program partners. Job holder interacts with all levels within the USG forum and assists the Ministry of Health in the development of its emergency management capacity. The incumbent interfaces with all levels of NGO and cooperative partners, universities and medical personnel for the purpose of developing and maintaining a highly functional emergency operation center and incident command system in Nigeria. Incumbent works closely with Administrative support staff to manage cooperative agreements and provide technical guidance to implementing partners. Job holder reports to the Associate Director for Global Health Security.

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

**I. Public health emergency management program management** **50%**

In collaboration with the Ministry of Health (MOH) and other relevant team members and partners, job holder participates in identifying, developing, implementing and monitoring public health emergency management activities in order to strengthen national and regional-level health care response to emergencies and/or disasters, and build country expertise in developing, implementing, monitoring, training and supervision of programs for emergency response preparedness.

Joh holder plans and schedules meetings and appointments and coordinates trainings for personnel involved in global health security programming at the national level. The incumbent coordinates and supports CDC, USG and Ministry of Health staff on public health projects and/ or public health emergencies and provides technical support to related cooperative agreements and other related tasks for CDC country office. This includes: planning and managing public health emergency management training programs, protocols and drills for global, regional, national and local public health personnel involved in response events; monitoring and executing programmatic budget for all public health emergency management activities in Nigeria; and assisting in development of Emergency Operations Plans and operating procedures with partnering agencies and ministries of health for preparedness and response support, including but not limited to assisting the Ministry of Health in development of a public health emergency operations center (EOC).

Job holder prepares and consolidates project proposals to support the coordination of interagency management activities related to public health emergencies and develops emergency operational plans and operating procedures with partnering agencies and the Ministry of Health for preparedness and response activities. Develops, integrates, implements and monitors supply support and work plans in field missions and responds to related emergencies.

**II. Advisory & Liaison:** **30%**

Job holder serves as a senior advisor to CDC Nigeria Country Office senior management on all matters pertaining to public health emergency management in the context of the Global Health Security Agenda. Job holder represents CDC when interfacing with other USG agencies, Ministries of Health (MOH), and NGOs.

Incumbent serves as primary liaison for emergency management with CDC subject matter experts based in Atlanta, other USG agencies (USAID, DOD, State Department, NIH, etc.), the Nigeria Federal Ministry of Health, Non-Governmental Organizations (NGO) and the World Health Organization (WHO).

Job holder participates in interagency activities related to preparedness for and response to potential health threats. Provides technical advice to CDC Nigeria office and its partners on public health emergency management practices and protocols. Develops guidance materials for emergency management and program personnel, monitors and provides technical assistance to grantees, and partners to meet programmatic objectives.

Job holder stays abreast of West African region's current state of preparedness for complex international humanitarian emergencies related to public health in order to support Nigeria MOH Emergency Operations Center (EOC) during the event of activation and to support its functionality and staffing capability in anticipation of activation.

**III. Communications & Reporting:** **20%**

Incumbent represents CDC Nigeria office in meetings and conferences on emergency management. Prepares required quarterly and annual progress reports and other ad hoc reports as requested by CDC Country Director, CDC Headquarters programs, the Department of Health and Human Services, etc. Incumbent responds to informational requests and prepares program specific materials for briefing of visitors, US Mission personnel, etc. Prepares analysis reports on gaps and needs both for CDC Nigeria country office and host country partners, correspondence, and briefings summarizing significant events, and research subjects as necessary to provide comprehensive information for leadership decision.

Job holder coordinates various sources of technical guidance for implementing partners and drafts scopes of work and memorandums to guide collaborative efforts with partnering organizations.

Job holder uses analytical tools including spreadsheets to organize and analyze financial data for budgetary purposes and reports findings to CDC Headquarters, Country Office senior leadership, and program partners.

**Note: Job holder will perform other job related duties as assigned.**

**15. QUALIFICATIONS**

**REQUIRED FOR EFFECTIVE PERFORMANCE**

**a. Education**

A master's degree in public health, public policy, public administration, medicine, epidemiology, or is required.

**b. Prior Work Experience**

The position requires five years of experience working on public health programs and effective coordination of operations, management and analysis, with at least 3 years of dedicated experience working in public health emergency management.

**c. Post Entry Training**

Attendance at ongoing professional seminars focusing on public health emergency management standards and protocols is required. Job holder must learn and attend associated trainings and seminars relating to the World Health Organization Public Health Emergency Operations Centre Network (EOC-NET) Guidelines.

**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 extensive knowledge of the development of program goals and objectives, the sequence and timing of key program events and milestones, knowledge of the development and implementation of capacity and program assessments, and methods of evaluating program accomplishments.

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.

Job holder must have a general knowledge of local emergency management processes and/or systems and of the role of the MOH in public health emergencies. Good working knowledge of global public health preparedness activities is required. Job holder must have skills and diplomacy for working effectively with countries' Ministries of Health (MOH), United Nations Office of Coordination of Humanitarian Affairs (UNOCHA), United Nations Disaster Assistance Coordination (UNDAC), Department of State (DOS), Embassies and international public health entities and have extensive knowledge of global public health activities and strategies, including advanced knowledge of the Incident Command System framework (ICS);

**f. Skills and Abilities**

Job holder must have good overall computer skills (keyboarding with both speed and accuracy) as well as a working knowledge of Microsoft applications (word, PPT, Excel) and be an independent learner who can successfully take online training with little supervision. Good organizational skills, attention to detail required by maintenance of budget, development of plans and procedures, and handling of numerous versions of documents required. Must possess skills and diplomacy for dealing with countries' Ministries of Health (MOH), Department of State (DOS), Embassies and international public health entities. Good interpersonal and communication skills.

**16. POSITION ELEMENTS**

**a. Supervision Received**

Job holder is supervised by the Associate Director for Global Health Security. Job holder also maintains direct lines of accountability with CDC's Division of Emergency Operations to ensure consistency with broader CDC emergency management goals and objectives.

**b. Available Guidelines**

CDC Nigeria oral and written procedures and policies. Mission standard operating procedures and policies. Department of State, Department of Health and Human Services and governing federal acquisition and logistics regulations must be reviewed and understood by the incumbent.

**c. Exercise of Judgment**

Job holder displays initiative and exercises dependable judgment in the performance of daily duties; resolves problems

that may arise by using proven or developing novel approaches. Must decide on priority scheduling of work.

**d. 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.

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

Frequent contact at all levels within the U.S. Mission include developing and continuing liaison with relevant technical working groups, with agency public health colleagues at post and in agency headquarters, and with other agency public health colleagues (Regional and Washington) for purposes of coordinating and optimizing public health emergency management activities that achieve results specified in the agency strategic objectives. External contacts include senior level decision makers from MOH, universities with public health components, international non-governmental organizations (NGOs) and private sector partners, as well as with the respective staff of partner organizations involved with the implementation of surveillance activities. Contacts are made to exchange ideas, information, and data, to formulate policy, and to develop cooperative efforts and projects related to assuring effective public health emergency management in country. At a one-to-one level, the purpose of contacts is to obtain, clarify or give information of a highly technical nature and to plan and coordinate work efforts or resolve problems associated with collaborative projects.

**f. Supervision Exercised**

Position has no direct supervisory responsibilities but as the senior technical expert provides work guidance to _2-20 employees, TDYers or Public Health Fellows and has a results-oriented working relationship with _2-8_ implementing/cooperating partners, contractor officials, and/or host country partners.

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

One year