

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. A96119 & A96120
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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	Program Specialist, HIV Care and Treatment	FSN-11	su	4/8/2016
b. Other				
c. Proposed by Initiating Office HHS/CDC Nigeria				

6. POST TITLE POSITION (if different from official title) Program Specialist, HIV Care and Treatment	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) Division of Global HIV and TB Program, Nigeria	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee Date(mm-dd-yy)	Continuum of Care and Treatment _____ 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.	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.
HHS/CDC Nigeria _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent, under the supervision of the Branch Chief, Continuum of Care & Treatment for the CDC Nigeria office (Abuja), will be responsible for providing project support to the President's Emergency Plan for AIDS Relief (PEPFAR); contributing leadership to the planning of a national program of care and treatment for People Living with HIV (PLHIV), assisting in the development and coordination of assessment activities, and establishing the program's guidelines, procedures and strategies. This position provides the CDC office with the necessary public health leadership and medical expertise to manage CDC sponsored care and treatment activities. The incumbent insures collaboration among PEPFAR Nigeria partners involved in HIV/AIDS care and

treatment programs and takes the lead in promoting use of internationally recognized best practices in care and treatment among PEPFAR sponsored programs in Nigeria. The incumbent is responsible for ensuring that CDC-Nigeria's implementing partners achieve extremely ambitious targets for care and treatment over the next few years.

14. MAJOR DUTIES AND RESPONSIBILITIES OF TIME

%

Program Management

50%

Serves as a public health technical advisor in HIV care and treatment programs. The incumbent provides technical leadership in the development, implementation and monitoring of CDC Nigeria PEPFAR HIV Care and Treatment programs. Provide technical support and guidance to implementing partners in the design and implementation of HIV care and treatment programs and activities, including adult and pediatric care, support and treatment program in line with PEPFAR strategic objectives and in support of the Government of Nigeria strategic plan. Develops specific program goals and objectives for adult and pediatric HIV care and treatment, working with all-level staff within CDC Nigeria, PEPFAR Nigeria USG interagency teams, the FMOH, and implementing partners to assure that the objectives are achieved and/or appropriate remedial activities are instituted.

Provides leadership and technical support to PEPFAR Nigeria and FMOH staff in designing, implementing and evaluating a broad range Care and Treatment activities to: (1) enable PEPFAR Nigeria and FMOH to improve their ability to develop plan for treatment, care and support activities; (2) improve the treatment, care and support for HIV/AIDS patients at existing sites; and (3) improve organizational capacity to monitor and evaluate the process, outcome, and impact of HIV/AIDS treatment and care programs.

Program Monitoring and Evaluation

30%

Monitors the program activities of each implementing partner funded by CDC Nigeria under the PEPFAR program on a regular basis to ensure goals and objectives are being met and National guidelines are followed. This involves periodic site visits and meetings with representatives of each organization to review progress and provide updated technical information. Ensure that care and treatment programs follow established National guidelines/protocols and that it meets the specified quality standards. The incumbent will be significantly involved in the implementation of the Site Improvement Monitoring strategy (SIMS) to achieve the stated objectives of monitoring.

Performs data analysis on key indicators including PEPFAR, GON and custom indicators to inform strategic planning, monitoring of program objectives and performance of partners. Work with the Epidemiology and Strategic information Branch to review and develop indicators that will support program improvement. Provides assistance to Deputy Director for Programs and Branch Chief for Care and Treatment at CDC Nigeria in interpreting data relating to care and treatment objectives and indicators. Support partners and Government of Nigeria officers on analysis and utilization of data for care and treatment program planning and monitoring.

Conceives and develops concept notes/protocols for public health evaluations and implementation sciences in consultation and collaboration with the FMOH HIV/AIDS Division that seeks to generate evidences to improve program implementation particularly in Nigeria.

Management of cooperative agreement

20%

Serve as Lead Activity Manager for 1 or 2 CDC Nigeria cooperative agreements with implementing partners providing oversight function on the activities and expenditures of the award to ensure compliance with the appropriate CFRs, HHS and PEPFAR policy guidelines. Also provide technical input on care and treatment for adults and pediatrics on all CDC Nigeria comprehensive HIV Care and Treatment cooperative agreements. Ensure judicious use of care and treatment funds by partners to achieve the objectives of the award by reviewing implementation plan and budget for appropriateness, monitoring use of funds and adherence to proposed activities, budget status/pipeline reports, follow up on irregular findings, provide advice for realignments of budgets, accruals. Provides work guidance to 50 cooperative partner employees and oversees 3-5 PEPFAR-funded projects of short- and long-term duration. S/he provides technical direction for proposals

that result in a grant, contract and/or cooperative agreement for care and support programs. Incumbent works with the Project Management Team, as well as partner representatives, to ensure that the most current strategic plan and activities are included in the signed grant, contract or cooperative agreement. Job holder gives technical advice and direction to grantees, program collaborators and contractors on management and implementation of grants, contracts and/or cooperative agreements.

Other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Required: Completion of a graduate degree in Medicine (e.g., MBBS or MD) is required. A post-graduate degree in public health (e.g., MPH) or post-graduate Medical Fellowship in Internal Medicine, Infectious Diseases, Pediatrics, Public Health, or a related field is also required.

b. Prior Work Experience

The incumbent should possess at a minimum five years of mid-to-Program level public health experience in developing, implementing and evaluating HIV/AIDS care and treatment programs that involve coordination with an international agency or implementing partner is required. Additional two years of supervisory experience is required.

c. Post Entry Training

Incumbent should have professional training in comprehensive HIV Care and Treatment, including adult and pediatric HIV/AIDS is required. Evidence of completion of workshops in HIV management and treatment guidelines and or attendance at conferences on recent advances in HIV care and treatment or quality improvement in HIV care and treatment program required.

d. Language Proficiency:

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

e. Knowledge

Comprehensive knowledge and experience in HIV/AIDS treatment and care as well as thorough public health knowledge of current HIV/AIDS issues is required. Comprehensive knowledge of the host government health care system and structures including familiarity with FMOH policies, program priorities and regulations is required. Good working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of HIV care and treatment programs is required.

f. Skills and Abilities

Skill in providing leadership, direction, and technical expertise in the management 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. The incumbent will also be expected to exercise considerable innovation during his/her attempts to influence other collaborative organizations engaged in HIV/AIDS care and treatment programs to adopt appropriate strategies for their program activities. Incumbent should possess basic computer skills with experience/training on word processing and spreadsheets. Strong skills with interpretation of program monitoring and evaluation of data are required.

16. POSITION ELEMENTS

a. Supervision Received

Assignment of tasks, direction, and review of activities and progress will be provided by the Branch Chief for Continuum of Care and Treatment for CDC Nigeria. However, as an expert in the field of care and treatment, 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, PEPFAR 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 Care and Treatment 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 with CDC, PEPFAR, the US Mission, the FMOH, NGOs, and other program collaborators. The purpose of these contacts is to stimulate and support the technical quality of HIV/AIDS treatment and care programs, develop collaborations, provide consultations and build evaluation capacity for the programs. Contacts also include laboratory technicians, hospital clinicians, and nurses for program monitoring and training purposes.

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.