

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST KAMPALA	2. AGENCY CDC	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	DEPUTY DIRECTOR OF PROGRAMS- CDC	13		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision CENTERS FOR DISEASE CONTROL
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b. Second Subdivision N/A	c. Third Subdivision N/A
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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.
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_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ 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.	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.
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DEBORAH CONNER Typed Name and Signature of American Supervisor Date(mm-dd-yy)	JOHN KLIMOWSKI Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
 The incumbent serves as Deputy Director of Programs for the Centers for Disease Control and Prevention (CDC) Uganda office. The main duties of the incumbent are to provide scientific and programmatic leadership for activities related to the implementation of CDC's HIV/AIDS/TB/STI and other health priorities in Uganda, as part of senior management. Responsibilities include development of strategies and programs aimed at achieving the goals of the organization, development of program announcements for the implementation of activities, supervise and conduct technical review of program proposals submitted to the CDC, supervise and monitor program implementation by technical staff. Close

collaboration and interface with Ministry of Health (MOH), Uganda AIDS Commission, USG, and other cooperating partners in matters relating to program development and support. The supervision and mentoring of LES Branch Chiefs. The position contains a broad mix of functions including managerial, supervisory, scientific, technical and administrative. The Deputy Director of Programs assists the Director in providing overall scientific and technical direction and supervision to the CDC Global AIDS Program in-country.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

a) The Incumbent assists the Director in program planning and determination of overall goals and objectives. Develops and reviews program announcements and proposals that pertain to funding and implementation of program activities. Serves as Acting Director for technical/programmatic issues when required by the absence of the CDC Director and/or Deputy Director for Management and Operations. Participates in decisions related to the commitment of resources, including the hiring of personnel and allocation of funds.

40%

b) The incumbent supervises the activities of the branch chiefs and other technical staff as indicated in the organization structure, to ensure planned activities are carried out in a timely manner. Serves as Principal Investigator (PI) for CDC program activities, coordinating program activities and providing leadership, direction and support to the efforts of the technical staff. Monitors program progress and performance of staff. Identifies problems in program implementation and initiates corrective action to improve program performance.

25%

c) Ensures the enhancement of the scientific quality of protocols and manuscripts by the review of documents for targeted evaluations of program performance and outcomes. Provides expert advice and consultation on matters relating to HIV/TB/STI prevention, care and treatment programs. Provides assistance and guidance related to goals, objectives, plans, policies and implementation of programs.

15%

d) The incumbent collaborates with a broad spectrum of senior level professionals including host government ministries and agencies, international organizations such as WHO, UNAIDS, UNICEF, World Bank, and other public and private organizations involved in HIV/AIDS prevention, care and treatment programs to ensure that all programmatic activities are consistent with and complimentary to the host government goals.

Represents the organization at in-country meetings and at national, regional and international conferences. Writes and publishes articles in peer-reviewed journals, makes presentations at seminars, meetings and conferences.

20%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of a bachelor of medicine and bachelor of surgery and a master of science degree in public health or health policy are required.

b. Prior Work Experience

Seven years of progressively responsible public health experience in public health service-delivery projects within an HIV/AIDS intervention framework is required; an additional two years of managerial and supervisory responsibility with multiple staffing reporting is required.

c. Post Entry Training

N/A

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

Level IV English ability (fluent written, spoken and reading) is required.

e. Knowledge

Must possess knowledge of the theories, principles and concepts of epidemiology, infectious diseases and HIV/AIDS and TB that enables employee to serve as national or international expert in the field is required. Knowledge of the design, development and implementation of complex prevention programs in HIV/AIDS, TB or other infectious diseases is required.

f. Skills and Abilities

Outstanding ability to communicate medical, scientific and epidemiological principles in infectious diseases, particularly HIV/AIDS and TB epidemiology is required. Incumbent has to provide strong and sensitive leadership and guidance in operational research and HIV/TB prevention, care and treatment implementation activities in Uganda. Exceptional skill in working with MOH personnel, clinic professionals, universities, and collaborating partners to establish and conduct prevention and treatment programs is required. In addition, the incumbent will regularly provide medical and public health advice and consultation as a national and internationally recognized expert.

16. POSITION ELEMENTS

a. Supervision Received

Broad, general guidance on program goals and long-term direction provided by the CDC Director. Specific guidance on fiscal constraints will be provided by the CDC Deputy Director for Management and Operations.

b. Available Guidelines

Using broad goals, objectives and policy statements, and scientific and general technical literature, incumbent must exercise considerable judgment and ingenuity in interpreting and adapting the guidelines that exist, as these may be inadequate for treating difficult and unusual problems, issues/questions that arise in the course of work.

c. Exercise of Judgment

Exercises high level of judgment in carrying out duties.

d. Authority to Make Commitments

The incumbent has the authority to commit resources (within previously agreed-upon program areas and budgets).

e. Nature, Level and Purpose of Contacts

Personal contacts are with CDC, DHHS, US Embassy, USAID, host country MOH staff, nationality recognized scientists, local health officials, epidemiologists, host Embassy officials, executive directors and staff of numerous public and private groups that influence HIV/AIDS at local, national and international levels. The purpose of these contacts is to provide technical consultation, direction and leadership for developing, implementing and maintaining components of HIV/AIDS and TB research, prevention and care.

f. Supervision Exercised

Provides direct supervision of CDC technical staff assigned to the MOH, and branch chiefs.

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

52 Weeks