

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST US Embassy</b>  Kampala	<b>2. AGENCY</b>  Centers for Disease Control and Prevention	<b>3a. POSITION NO.</b>  TBD
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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	Public Health Specialist (Team Lead Treatment), FSN-550	12		
b. Other				
c. Proposed by Initiating Office	Public Health Specialist (Team Lead Treatment), FSN-550			

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> Centers for Disease Control & Prevention	a. First Subdivision Program
b. Second Subdivision Health Services	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
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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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<b>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.</b>	<b>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.</b>
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_____ Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
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### **13. BASIC FUNCTION OF POSITION**

The incumbent of this position is a senior program manager and the key public health advisor on treatment to the Branch Chief of the Health Services Branch. Job holder provides comprehensive public health technical, administrative and managerial advice and assistance in support of HIV treatment activities provided under the President's Emergency Plan for AIDS Relief (PEPFAR). Responsibilities include day-to-day program management and development, monitoring, evaluation, reporting and close collaboration with PEPFAR partners to ensure implementation is carried out in accordance with program strategic objectives and internationally recognized standards and best practices in HIV treatment.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

**100 % OF TIME**

#### **Program Management (70%)**

Incumbent serves as a public health expert technical advisor for the development, implementation and monitoring of USG-supported HIV/AIDS treatment activities in by taking a proactive role in Treatment initiatives. Job holder is the Treatment program technical advisor to the host country Ministry of Health, partners and non-governmental organizations (NGOs) in the implementation of Treatment programs and activities through one or more PEPFAR grants/cooperative agreements and contracts, as well as partners funded by the government or Global Fund as indicated. Job holder provides technical evaluation of assigned proposals for treatment programs of PEPFAR partners, working with representatives to make sure that most the current treatment protocols are included and recommends amendments/approval to supervisor. The annual budget for HIV/AIDS Treatment programs in Uganda in fiscal year 2012 is \$ 70 million.

Incumbent provides technical guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to be consistent with PEPFAR policies and guidance and host country policies and regulations. Coordinates technical aspects in development of the scopes of work (SOW) and funding opportunity announcements (FOAs), review of applications, supplemental awards, and requests for extensions. Once the implementation agreement is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

Incumbent works closely with host government Ministry of Health (and other ministries as appropriate), international organizations and non-governmental organizations, also private sector providers to make sure PEPFAR treatment programs are being carried out as designed. In liaison with the Strategic Information unit develops program evaluation strategies, methodologies and indicators for monitoring programs in accordance with standard guidelines and protocols. Recommends procedural modifications as warranted to align with treatment protocols. Contacts are with senior medical staff to provide updated information on treatment of HIV/AIDS patients. Deals with high-level counterparts in all areas.

Job holder monitors activities by each partner organization on a regular basis to ensure goals and objectives are being met, and treatment protocols are followed. This involves periodic site visits and meetings with representatives of each organization to review progress and provide updated technical information. Ensures that treatment regimens follow established protocols. Job holder makes sure that all partners for which the job holder is responsible and all CDC-supported medical facilities follow guidelines and best practices and have adequate facilities and staffing. Reviews and gives feedback on all data generated by partners on a quarterly/semi-annual/annual basis. Conducts regular training sessions to ensure staff is up-to-date with treatment protocols. Develops partner specific strategies to address challenges in implementation based on the data reviews.

Monitors and evaluates progress of research projects, detecting scientific, personnel, logistical, and implementation problems and makes revisions as necessary to overcome obstacles and constraints. Certifies that all operations research activities and study protocols meet human subjects requirements and pass through ethical review with the appropriate CDC and GOU authorities.

### **Administrative Management (15%)**

Prepares briefings for VIP visitors, participates in making arrangements for visits and serves as spokesman as required on matters within his/her technical expertise. Prepares regular and ad hoc reports on progress of each PEPFAR treatment partner activities. These will be included in regular reports to CDC/Atlanta and ultimately to the U.S. Congress.

Leads the team to identify, distribute and balance workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization, making adjustments to ensure timely accomplishment of assigned team tasks; ensures that each employee has an integral role in developing the final team product; monitors and reports on the status and progress of work, checking on work in progress, reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met.

### **Interagency Coordination (15%)**

Represents the agency in discussing and developing financial commitment proposals for HIV treatment programs at administrative and strategic planning meetings. This includes all USG agencies (Departments of State, Defense, Centers for Disease Control and Prevention, NIH, USAID, and Peace Corps). Participates in internal, national, and interagency technical working groups to ensure adherence to internationally accepted/directed standards for treatment of AIDS patients. Serves as the primary liaison between the Department of Health and the interagency PEPFAR working group in Uganda on all areas related to HIV treatment. Serves as the primarily liaison between the in-country technical working group (TWG) on treatment and the HQ-based TWGs. Provides technical expertise and guidance to HQ and other country teams.

## **15. QUALIFICATIONS**

**A. Education:** Completion of a bachelor of medicine and bachelor of surgery is required.

**B. Prior Work Experience:** Minimum eight years public health experience in developing, implementing and evaluating HIV/AIDS care and support or treatment programs or other relevant public health programs that involve coordination with an international agency or implementing partner. One additional year of experience at the managerial level with multiple staff is required.

**C. Post Entry Training:** Ongoing professional certification seminars focusing on changing clinical treatment protocols. Ongoing training in approaches to program design, implementation and reporting. Attendance at conferences and workshops dealing with the AIDS pandemic. Agency specific leadership and development and grants/cooperative agreements management training are required.

**D. Language Proficiency (level and specialization):** Level IV (fluency – speaking/reading/writing) in English is required.

**E. Job Knowledge:** Comprehensive knowledge and experience in HIV/AIDS treatment is required. Thorough public health knowledge of current HIV/AIDS issues is required. Strong skills in the clinical management of HIV/AIDS. Comprehensive knowledge of the host government health care system and structures including familiarity with MOH 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 treatment programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

**F. Skills and Abilities:** Strong oral and written communications skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. The incumbent will

be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS treatment programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills with interpretation of program monitoring and evaluation of data are required

#### 16. POSITION ELEMENTS

**A. Supervision Received:** Position is directly supervised by the Health Services Branch Chief

**B. Supervision Exercised:** Exercises full supervisory responsibility for 3 ART Specialists

**C. Available Guidelines:** Office of the Global AIDS Coordinator (OGAC) and PEPFAR policies; Mission Strategic Plan, Agency handbooks, project documents (contracts, cooperative agreements), host government Ministry of Health HIV/AIDS care and treatment guidelines.

**D. Exercise of Judgment:** Incumbent works with minimum supervision and must exercise wide and independent judgment in interpreting and enforcing guidance and regulations. Must be able to analyze very complex, sensitive issues and make recommendations to senior management. Work is reviewed primarily in terms of results achieved.

**E. Authority to Make Commitments:** Position has no authority to make financial commitments; however, in the course of program management responsibilities position has limited authority to allocate or redeploy Treatment personnel on a temporary or project basis and to make non-contractual commitments related to project support and the provision of training and technical assistance.

**F. Nature, Level and Purpose of Contacts:** Interacts with all levels within USG forum and with Ugandan Ministry of Health officials, all levels of NGO and cooperative partners and medical personnel throughout the country. Frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts for purposes of coordinating and standardizing Treatment programs that achieve results specified in PEPFAR strategic objectives. External contacts are primarily with senior program managers in the MOH, participating cooperative agreement partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS Treatment programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, supply chain managers and pharmacists, NGO directors and other public health professionals for purposes of program evaluation.

**G. Time Expected to Reach Full Performance Level:** One year.