

# 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		12		
b. Other				
c. Proposed by Initiating Office	Public Health Specialist (Prevention Branch Chief), FSN-550			

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

_____ 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 Prevention Branch Chief oversees all HIV/AIDS prevention activities funded by CDC (locally or centrally-funded) and implemented either by CDC or through an implementing partner (i.e. NGO, USAID, or GOU). Incumbent serves with full management and supervisory responsibility for the day-to-day programmatic and administrative operations of the Branch. Job holder identifies and develops program implementation strategies

and policy, and coordinates prevention activities with CDC Uganda Deputy Director for Programs to ensure that prevention implementation activities adhere to best practices. Incumbent reviews, recommends and/or develops proposals/programs for CDC Uganda to implement or to fund. Incumbent has direct supervisory responsibilities for the Bio-Medical and Behavior Team Lead, the Immunization Advisor, an Administrative Assistant, and indirect supervision of nine Public Health Specialists. Job holder reports to the Deputy Director for Programs.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

**100 % OF TIME**

**Program Management ( 85 %)**

Oversees the management and coordination of the activities of the two Sections in the Branch. Leads the team in innovation and creativity by developing new proposals and protocols that support the development of HIV/AIDS and other public health programs and initiatives supported by the President's Emergency Plan for AIDS Relief (PEPFAR) in Uganda. Identifies, reviews, and recommends program activities to enhance CDC HIV/AIDS prevention portfolio; identifies program activities that require CDC technical assistance in collaboration with the Strategic Information Branch and assigns appropriate CDC prevention staff or external expertise to deliver required technical assistance; collaborates with other branches and teams e.g. SI branch, Co.Ag Management team etc. to certify that financial and human resource management of prevention programs is well coordinated.

Provides policy, managerial, technical, and administrative guidance to team leads and staff; integrates the activities of the Branch programs with other branches and USG agencies to ensure consistency with current HIV/AIDS disease principles and practices as well as CDC-Uganda strategic plans and goals and the Government of Uganda's national objectives. Works in partnership with Ministry of Health (MOH), Uganda AIDS Commission, AIDS Control Program, Institute of Public Health or other Ugandan governmental partners to ensure that jointly sponsored program activities are technically and programmatically sound and consistent with CDC-Uganda's strategic plan. Provides technical and managerial technical support for HIV/AIDS prevention programs including monitoring and evaluation of jointly sponsored program activities. Works in collaboration with managers and staff from the Strategic Information Branch, including those in the Prevention Implementation Science Section, to assure appropriate program evaluation data are collected and to make HIV Prevention Branch programmatic changes based on program evaluation results.

Oversees the fiscal management of the Branch budget, monitoring utilization of program funds. Oversees and reviews all HIV/AIDS programmatic activity funded and/or implemented by CDC-Uganda, including programs funded directly through contract agreements or through the Inter-Agency Agreement with USAID, and those supported through cooperative agreements; reviews proposals submitted to CDC-Uganda for funding and makes recommendations to the Deputy Director for Programs. Oversees the development of work plans for implementation of activities following cooperative agreement guidance. Plans and coordinates expenditures; conceives and develops annual prevention program budgets, budget change proposals, and other fiscal documents; provides recommendations to the Deputy Director for Programs on funding decisions for new and continuing HIV education and prevention projects; and provides oversight and guidance in the development of funding applications from implementing partners for the development or expansion of activities in relation to HIV prevention and gender based violence prevention initiatives.

Participates in program reviews, meets with senior-level representatives and when necessary conducts site visits to monitor progress of CDC funded program activities; implements control initiatives, strategies, and methodologies, ensures optimum use of resources and evaluates management procedures for monitoring the quality of service provided to public health prevention programs.

Represents the branch on various committees established within CDC, and, in consultation with the Deputy Director, has full authority for administrative matters for the Branch. Reports routinely to technical working groups on progress of relevant activities, assists in the planning for future resource needs and activities and assigns branch staff to technical working groups.

Serves as principal investigator for specific research protocols. Oversees Human Subjects Reviews, IRB and/or

Ethics Committees approvals have been received in Uganda and CDC/Atlanta prior to implementation.

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

Prepares briefings for VIP visitors, participates in making arrangements for visits and serves as spokesperson as required on matters within his/her technical expertise. Prepares regular and ad hoc reports on progress of each PEPFAR prevention 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.

Conducts a continuing analysis of personnel and other resource allocation and utilization in relation to the Branch; directs and oversees all personnel issues and activities within the Branch, including review and approval of employee corrective and disciplinary actions.

#### **15. QUALIFICATIONS:**

**A. Education:** Completion of a PHD in any of the following: epidemiology, public health, medicine, behavioral or social sciences, health policy, health services research, demography and biostatistics and a Master's degree in public health, business, business administration, health services management, social policy, project planning and management, public health leadership or public administration OR completion of a bachelors of medicine and bachelor of surgery and a master's degree in public health, business, business administration, health services management, social policy, project planning and management, public health leadership or public administration is required.

**B. Prior Work Experience:** Eight years work experience managing large scale public health and/or clinical programs and research required. Two additional years of experience at the managerial level with multiple staff is required.

**C. Post Entry Training:** Ongoing continuing education and professional seminars to expand knowledge, skills and abilities in HIV / AIDS prevention, counseling and testing, care and treatment, practices, procedures, and administrative and fiscal management. Position is required to have agency-approved leadership and Project Officer (grants, contracts and cooperative agreements) training.

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

**E. Job Knowledge:** Detailed knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of prevention programs is required. A detailed knowledge of the range of prevention programs, policies, regulations and precedents applicable to development and administration of national/international public health prevention program is required.

Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required.

Comprehensive knowledge and experience in HIV/AIDS prevention; combination prevention interventions including HIV counseling and testing, medical male circumcision, treatment, condoms, behavior change, and structural prevention interventions is required. Thorough public health knowledge of current HIV/AIDS issues 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:** Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners are required. Well-developed report writing skills. The ability to lead results-driven project teams and workgroups is required. Intermediate user level of word processing, spreadsheets and databases is required. Keyboarding (both speed and accuracy) and computer skills with experience in using agency specific databases and use of advanced spreadsheet functions is required. Budget oversight and statistical report requires a standard level of numerical skills; Excellent project management, planning and organization skills; Excellent analytical skills; Strong leadership and managerial skills. Demonstrated supervisory skills; Strong motivation and team building skills. Interpersonal, guidance and counseling skills required.

## 16. POSITION ELEMENTS

**A. Supervision Received:** General Supervision from Deputy Director for Programs.

**B. Supervision Exercised:** Provides general direction to Bio-medical and Behavior Team Lead and Immunization Advisor; direct supervision of Administrative Assistant; indirect supervision of 9 Public Health Specialists.

**C. Available Guidelines:** Generally accepted HIV/AIDS international medical and ethical standards for prevention and research. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP), U.S. Government (including agency and PEPFAR) and host government public health and research rules, regulations, and policies issued both in writing and orally. PEPFAR/Agency specific financial regulations, agency-specific procurement regulations and requirements for developing and implementing grants, contracts, cooperative agreements, inter-agency regulations for human resources management of locally employed staff.

**D. Exercise of Judgment:** Incumbent is expected to exercise independent, professional judgment on the quality and effectiveness of HIV/AIDS prevention programs. Incumbent's professional judgment is used to recommend and develop strategies for optimum cooperation with the implementing partners of the USG, as well as senior level staff of other agencies that are involved in providing HIV/AIDS related services and activities. Position leads project teams and workgroups and has wide latitude about how to best meet the goals of the program. Position is required to detect, amend and re-direct practices that are not consistent with the goals and any protocols established for the program.

**E. Authority to Make Commitments:** Position has authority to make tentative commitments during inter-agency working group and budgetary planning meetings, subject to final approval by the Deputy Director for Programs or the Country Director. Job holder has responsibility for making technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the Program Grants Office/Contracting Officer for action.

**F. Nature, Level and Purpose of Contacts:** High-level government of Uganda health officials for program implementation and HIV/AIDS policy issues. Liaison with multi- and bilateral donor agency officials to assume consistency and appropriateness of CDC's HIV/AIDS prevention programming. Close and frequent interaction with supervisor, finance unit, and agency deputy/director regarding resources needed for meeting strategic management objectives. Contacts are at all levels within the U.S. Mission, particularly with PEPFAR program staff across agencies and with administrative staff who provide services to support the program. Cooperating PEPFAR partners, NGOs, Global Fund and host government officials at the mid to upper management level for assisting, reporting, and monitoring purposes. Incumbent develops collaborations, provides consultations and builds implementation and evaluation capacity for the partners supporting PEPFAR prevention

programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, and NGO directors and other public health professionals. These discussions are highly technical and involve procedures and practices that will obtain required program results.

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