

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST US Embassy Kampala	2. AGENCY CDC Centers for Disease Control and Prevention	3a. POSITION NO. 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 (PMTCT), FSN 550	10		
b. Other				
c. Proposed by Initiating Office	Public Health Specialist (PMTCT), FSN 550			

6. POST TITLE POSITION (if different from official title) PMTCT Specialist	7. NAME OF EMPLOYEE
8. OFFICE/SECTION Centers for Disease Control & Prevention	a. First Subdivision Program
b. Second Subdivision Health Services	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)	_____ 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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_____ 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
 Job holder provides technical assistance in planning, implementing, monitoring and evaluating PMTCT activities for programs supported by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) in Uganda. Under the direction of the Health Services Branch Chief, job holder supports Uganda's

interventions to significantly improve access to care and reduce Mother to Child Transmission (MTCT) of HIV and evaluate pediatric HIV care, treatment and support projects. Job Holder performs these technical advisory responsibilities by developing and maintaining close working relationships with host country ministries and implementing partner organizations in order to ensure that PMTCT program activities and studies in Uganda are carried out in accordance with the implementing grant, cooperative agreement or contracts with the host government. Job holder coordinates funding, reporting and administration with the extramural team to ensure adherence to contract/cooperative agreement/grant, and to ensure appropriate use of USG funds.

14. MAJOR DUTIES AND RESPONSIBILITIES

I. Program Development and Management (70%)

As a member of the Health Services team, incumbent is responsible for the initiation, development and management of a PMTCT portfolio, designed to meet the objectives of PEPFAR PMTCT activities in Uganda. Incumbent takes an active role in developing specific agency program goals and objectives for PMTCT. Job holder drafts tools for supervisory review, directives, memoranda, and proposals to introduce new PMTCT initiatives and to recommend effective operations consistent with the overall health services program. The annual PMTCT budget of implementing grants, contracts or agreements for which job holder is directly responsible is \$15 million.

In accordance with defined program strategies and approaches, incumbent has primary responsibility for management, implementation and monitoring of PMTCT activities. Provides guidance and direction to grantees, program collaborators and contractors on management and implementation of cooperative agreement activities to ensure consistency with PEPFAR policies, guidance and host country policy regulations. Participates with partners in the development of work plans for implementation of activities following cooperative agreement awards. Develops and tests strategies to build local capacity to establish and manage PMTCT services that maximize the potential for sustainability, local ownership and rapid expansion of services. Designs, prepares, implements, monitors and evaluates PMTCT and pediatric HIV care, treatment and support projects, including the scale up of HIV testing and counseling, early infant diagnosis, ARV prophylaxis, cotrimoxazole prophylaxis, ART, nutritional and psychosocial support for eligible women and children in the maternal and Child health program. Provides strategic guidance to scaling up effective interventions for strengthening focused ante-natal care including improved counseling and testing for HIV, couple counseling and testing, maternity services, postnatal care, and follow-up for care and treatment for improved maternal, new-born and child survival; and elimination of MTCT of HIV through scale up of treatment programs for all HIV positive pregnant women, improved pediatric HIV diagnosis, treatment and care using the MNCH platform in partnership with key partners and stakeholders.

Monitors activities of PMTCT programs and collaborates with each partner organization on a regular basis to make sure program results are achieved, and are in compliance with GOU priorities and plans for elimination of MTCT.. Provides technical guidance to appropriate communication and information strategies aimed at increasing coverage and effectiveness of ARVs for children and HIV positive pregnant women. This involves regular site visits and meetings with representatives of each organization to conduct progress reviews. Job holder analyzes program implementation reports, and evaluates against established program plans of action, identifies gaps and opportunities of maternal, new-born and child health and Prevention of MTCT of HIV, and makes recommendations for solutions to such problems, as appropriate, including, analyzing and evaluating data to ensure achievement of better health outcomes for women and children and taking corrective actions to promote and increase access to ART for HIV positive pregnant women and their infected children. . Provides technical advice and assistance to partners in the planning, implementation, monitoring and evaluation of Option B+ pediatric HIV care, treatment and support programs. Supports partners to adopt and scale up essential new-born care interventions, such as EID for HIV through existing program structures to contribute to

child mortality reduction. This includes supporting Uganda to prioritize Maternal, New-born and Child Health and PMTCT in Sector Wide Approaches (SWAPs) and Poverty Reduction Programs. Provides policy and strategic direction to partners in maternal, new-born and child health with integration of HIV and AIDS response. . Incumbent is required to draw attention to organizational needs such as inadequate medical supplies, equipment, facilities, staffing and training. Provides advice and recommendations to supervisor in interpreting/analyzing data to support and improve the quality of PMTCT programs.

Incumbent serves as a resource, and responds to requests from MOH, NGOs, health care organizations and medical professionals for information and technical assistance on PMTCT strategies. Job holder provides updated technical information to partners as it becomes available and contributes to community mobilization efforts with a focus on strengthening the linkage of PMTCT activities at facility and community levels. Assists in designing practical training courses as required for various target audiences on how to implement, monitor and evaluate HIV/AIDS and PMTCT programs using M&E data in order to report progress to key stakeholders. Coordinates on-the-job training sessions to disseminate best practices and to ensure that partner staff is delivering accurate and consistent prevention messages. Oversees the training of health care workers at PEPFAR-supported facilities on National PMTCT guidelines and protocols. Incumbent conducts site visits of PEPFAR PMTCT programs carried out by implementing partners of the USG to provide technical support to service providers, to monitor programs and to assess progress. Incumbent prepares oral and written reports on the progress of PMTCT program activities for an audience that includes agency and post management, other agency PEPFAR officials, U.S. headquarters offices and is ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly, semi-annually and annually. Participates in the development and review of the country operational plan(COP) and MOH periodic reviews and plans.

As the public health advisor for assigned cooperative agreements, grants and contracts, job holder oversees the public health technical aspects in the development of Scopes of Work (SOW) and Funding Opportunity Announcements, review of applications, supplemental awards, and requests for extensions. Monitors and provides technical evaluation of grants, contracts or cooperative agreement proposals for which he/she is responsible, ensuring that PMTCT components of supported-programs are technically sound and in accordance with laid out CDC and PEPFAR guidance. Works with the agency grants or contracts office and partner representatives to ensure that the most current public health protocols are included in the signed agreements. Once implementing agreement is in place, oversees performance of assigned cooperative partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

II. Administrative Management

(15%)

Incumbent is responsible for providing oversight and monitoring the budgets allocated to PMTCT activities in implementing/cooperative agreement partner mechanisms. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, conducting quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, accruals.

Maintains an updated data base of technical and program reports including site visits, monthly reports, quarterly and annual reports. Job holder maintains files and records and data collection specific to the PMTCT activities/programs for which he/she is responsible. As such, is responsible for data integrity in the reporting databases that relates or may relate to HIV/AIDS infection (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts for which he/she is responsible, research determinations, panels and awards. Whenever possible these records will be filed electronically and entered into a shared program data system.

Provides input for briefings for VIP visitors, participates in making arrangements for visits. In coordination with supervisor, serves as control official for visits to sites of PMTCT programs for which responsible.

Provides work allocation and on-the-job training to 2 PMTCT specialists and 1 support staff.

III. Interagency Coordination (15%)

Job holder participates in agency and inter-agency technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Job holder will focus on non-duplication of services provided by USG agencies, cooperative partners and contractors and will share strategies to influence other organizations engaged in HIV/AIDS PMTCT programs to adopt a collaborative approach to program activities. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

May be required to serve as a member and advisor on district and community committees for HIV/AIDS PMTCT issues. The purpose of these committees is to assess program needs and issues at the local level and communicate these needs/issues to the national level.

15. QUALIFICATIONS

A. Education:

Masters degree in public health, nursing, health policy, public administration or social sciences is required.

B. Prior Work Experience:

Three years of mid-to senior level public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other public health programs that involve coordination with an international agency or implementing partner is required.

C. Post Entry Training:

Professional seminars to expand knowledge, skills and abilities in HIV/AIDS prevention, PMTCT, etc), HIV counseling and testing, behavior change, care and treatment, program evaluation, practices, procedures and administrative and fiscal management. PEPFAR and agency-specific training in approaches to program design, implementation and reporting. Agency-specific leadership development training and Project management of grants/cooperative agreements training are required.

D. Language Proficiency (level and specialization):

Level IV (fluency – speaking/reading/writing) in English is required.

E. Job Knowledge:

Detailed knowledge of the current policy, programming and practice trends in the field of PMTCT, Early Infant Diagnosis and pediatric HIV care and treatment is required. Advanced knowledge of latest technology in: maternal and child health and PMTCT, HIV/AIDS care and treatment required. Good working knowledge and experience in HIV/AIDS prevention (PMTCT, HCT, etc.) , behavior change, care and treatment and testing is required. Knowledge of the development of quality of care assessment and assurance tools is required. Detailed knowledge of U.S. government public health programs and strategies is required. Good working knowledge of program management in support of contracts/cooperative agreements/grants/purchase requisitions is required. Detailed knowledge of the host government health care system and structures, including familiarity with MOH policies, program priorities and regulations as related to PMTCT is required.

F. Skills and Abilities:

Must be able to work effectively in a multi-cultural environment. Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners are required. Intermediate user level of word processing spreadsheets and databases is required. Ability to analyze and integrate diverse and complex quantitative and qualitative data from a wide range of sources Numerical skills for data analysis are required.

16. POSITION ELEMENTS

A. Supervision Received:

Directly supervised by the Health Services Branch Chief

B. Supervision Exercised:

Position, as a technical expert, has a results-oriented working relationship with 20 contractors or cooperative agreement partners and/or host country employees.

C. Available Guidelines:

International standards for public health care. Agency directives, regulations, policies, MOH regulations/policies, acquisitions regulations as appropriate.

D. Exercise of Judgment:

Required to make independent and professional judgments on the quality of effectiveness of HIV/AIDS PMTCT programs. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of PMTCT programs for which responsible.

E. Authority to Make Commitments:

Position has no authority to make financial commitments; however, in the course of program management responsibilities, has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance

F. Nature, Level and Purpose of Contacts:

Frequent internal mid-level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV/AIDS programs to coordinate and standardize PMTCT programs that achieve results specific to PEPFAR strategic objectives. External contacts are with mid-to-senior medical personnel and program managers in participating cooperative agreement partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS PMTCT programs. Contacts also include professional program and clinical staff, including physicians, nurses, laboratory technicians, NGO directors and other public health professionals for purposes of program evaluation.

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

