

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. 101481
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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 , 4 position No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No.	(Title)	(Series)	(Grade)
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b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	HEALTH INFORMATION SYSTEMS ANALYST	10		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) SYSTEMS ANALYST	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION US MISSION KAMPALA	a. First Subdivision CENTERS FOR DISEASE CONTROL
b. Second Subdivision STRATEGIC INFORMATION BRANCH	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div>
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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. <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div>	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. <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

The position provides technical assistance and support during the planning, designing, reviewing and implementation of new and improved health information systems for CDC HIV/AIDS projects/activities and public health evaluations, and for implementing partners (IPs) such as Ministry of Health providing HIV prevention, treatment and care services, and surveillance activities in Uganda. The incumbent carries out needs assessments and works with CDC-Uganda Strategic Information Teams (Surveillance and Health Information Systems, Monitoring and Evaluation, and Implementation Science) as well as with other branches including, Health Systems, Prevention and Laboratory, researchers, scientists and IP staff to develop systems specifications for health information systems that are used to improve service delivery, track patterns and trends, and support planning and decision making. Main information systems supported include DHIS2, OpenMRS and other eHMIS softwares. The position is supervised by the Health Information Systems Specialist/ Team

Lead and is located at CDC-Uganda headquarters in Entebbe.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Systems Analysis, Design and Review

50%

The position's primary responsibility is to perform Systems Requirements and Specifications (SRS) and Analysis to define the requirements of new and improved health information systems, while ensuring information security, principles and practices to the systems analysis process. The incumbent must stay current on all systems and standards development activities, guidelines and policies in any of the following areas: HIV prevention, counselling and testing, care and treatment, surveillance, laboratory information systems or management of drug inventory/supplies both nationally and internationally to ensure that developed solutions are relevant to the current public health trends. This position is responsible for applying expertise in this field to design and develop information system solutions to support these activities. This includes scope development, definition of functional and technical specifications documents, life cycle design, and development of the data model. This role involves incumbents working closely with CDC scientists, researchers, project offices and staff of implementing partners to assess and identify health information systems needs and requirements.

In liaison with the Health Information Systems Specialist/Team Lead, the incumbent provides a detailed description of the programming logic needed to convert user requirements into application system modules by developers and contractors. The position will also identify methods for automating data management tasks, including reporting, which will eventually be incorporated into views of a data repository and a decision support system. This position works closely with CDC-Uganda's applications developers and the database administrator to ensure that systems developed meet general application development standards of CDC Uganda while giving priority to national systems that benefit a larger audience of providers, and that the health information system needs of IPs and CDC are met in a cost effective manner. The incumbent has to make sure that all critical requirements for the system are met.

Software Testing

30%

The JH draws up software test plans as specified in the SRS plans, and works CDC project officers and staff at Implementing partner sites to carry out system testing, and presents test results to software developers (in-house staff or contractors) for action. The JH also performs periodic checks to ensure that data collected and managed at IP sites is retrieved correctly and that all regulations regarding confidentiality and security are followed.

Software Project Management

20%

The JH ensures that each project has clearly defined objectives and timelines and that these are achieved. The JH employs standard project management techniques using Gantt charts and computer-based project management software to coordinate systems improvement and development projects under their supervision.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Bachelor's Degree in Computer Science, Information Technology, Statistics and Applied Sciences.

b. Prior Work Experience

Four years of progressively responsible experience in computer information systems for HIV prevention, treatment and surveillance systems; or experience in data management and analysis; or experience in applications development.

c. Post Entry Training

Professional seminars to expand knowledge, skills and abilities in software development and programming and HIV/AIDS practices, and procedures. PEPFAR and agency-specific training in approaches to program design, implementation and reporting.

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

Must be fluent (Level IV) in English. Ability to read technical manuals in English is required.

e. Knowledge

Comprehensive knowledge of software development methodologies and project management is required. In-depth knowledge of software development management, and quality assurance.

Thorough public health knowledge of current HIV/AIDS issues is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Detailed working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results is required.

f. Skills and Abilities

Problem solving, effective communication and advocacy skills. Demonstrated initiative and ability to work independently with minimum supervision, ability to work under time constraints in order to meet deadlines; ability to set priorities and make decisions on a variety of complex matters. Organize, schedule, and coordinate activities and projects with the ability to establish and maintain a cooperative working relationships with teams and partners. Ability to research and evaluate health information application and information systems software and learn new software and hardware packages in order to adapt to the rapid changes in technology.

16. POSITION ELEMENTS

a. Supervision Received

The position is directly supervised by the Health Information Systems Specialist/Team Lead.

b. Available Guidelines

CDC IT policies and procedures and existing guidelines and software manuals. MOH, HHS, and WHO guidelines and policy documents related to health information systems.

c. Exercise of Judgment

Is responsible for making recommendations relating to the development and implementation of health information systems for CDC projects and implementing partners.

d. Authority to Make Commitments

None

e. Nature, Level and Purpose of Contacts

Frequently works side by side with both IP middle management staff to plan, design and implement information systems. Collaborates with other US agency staff and Technical Working groups to conduct PEPFAR funded program reviews.

f. Supervision Exercised

None

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

52 weeks.