

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 Centers for Disease Control & Prevention	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	MEDICAL EPIDEMIOLOGIST TEAM LEAD	12		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) IMPLEMENTATION SCIENCE TEAM LEAD	7. NAME OF EMPLOYEE VACANT
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8. OFFICE/SECTION CENTERS FOR DISEASE CONTROL	a. First Subdivision STRATEGIC INFORMATION BRANCH
b. Second Subdivision IMPLEMENTATION SCIENCE	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)

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.
JENNIFER GALBRAITH _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	CRISTINA STOKES _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent of this position under the supervision of the Chief, Strategic Information Branch, CDC Division of Global HIV/AIDS, Uganda is a technical advisor and team lead of the Implementation Science Research Team. S/he applies a professional knowledge of epidemiology and operational research in the control and prevention of HIV/AIDS and other HIV-related diseases, and supports the design and implementation of operational research / public health evaluation (PHE) activities for the Strategic Information Branch. The incumbent leads and directs studies of the epidemiological and operational research aspects of public health issues and problems required to implement the President's Emergency Plan for AIDS Relief (PEPFAR) in Uganda.

Job holder is a USG advisor to Ugandan ministries (including the Ministries of Health) partners, and non-governmental organizations (NGOs) in the implementation of HIV operational research activities and studies. The incumbent represents DGHA, CDC at technical, policy and strategic planning meetings, including meetings with collaborators. Job holder serves as the activity manager for HIV PHE contracts and cooperative agreements and coordinates funding, reporting, and administration to assure projects are conducted and USG funds are appropriately utilized.

The incumbent ensures collaboration among PEPFAR Uganda partners involved in HIV/AIDS operational research projects and activities and takes the lead in promoting use of internationally recognized best practices in support of research components of PEPFAR sponsored programs in Uganda. Identifies training needs, coordinates training and conducts formal training sessions for partners involved in operational research studies.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Implementation Science activities

55 %

Initiate, conduct and oversee complex HIV/AIDS epidemiologic and public health evaluation activities concerned with reduction of HIV transmission and other HIV related diseases on a national scale. The incumbent provides epidemiological technical advice and consultation as a national and internationally recognized expert in operational research on HIV/AIDS and related co-infections as it applies to populations at risk for HIV infection in Uganda.

Responsible for the principal management and oversight of the primary epidemiologic and operational research activities, analyzing program data through statistical methods and disseminating study results through scientific journals, periodic reports and public presentations.

Collaborates with senior level professionals, host country governmental agencies, international organizations and other public and private organizations involved in HIV/AIDS research to ensure that CDC-Uganda research activities are consistent with and complimentary to all in-country HIV/AIDS epidemiologic and operational research activities.

Conducts site assessments of progress in implementing CDC HIV operational research projects carried out by implementing partners of the USG. Provides guidance and technical assistance to partner staff leading research projects and implementing staff to enhance staff skills and maintain quality standards for research studies and projects.

Prepares regular and frequent oral and written reports to the CDC DGHA Country Director and Strategic Information Branch Chief, and the USG PEPFAR interagency management team on the progress of PEPFAR HIV/AIDS operational research projects. Writes reports on research results and findings for presentation at national and international conferences and meetings. Participates in national and regional conferences, meetings, and workshops on HIV operational research projects. Responds to requests from NGOs, health care organizations, and medical professionals for information and technical assistance on HIV operational research projects and issues.

Supervision and Leadership:

25%

Job holder supervises the Implementation Science team composed of HIV Prevention and Care & Treatment Implementation Science Specialists. The job holder ensures that PEPFAR and DGHA, CDC's strategic plan, mission, vision, and values are communicated to the implementation science team and integrated into the team's strategies, goals, objectives, work plans and work products and services. Job holder articulates and communicates to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion. S/he coaches the team in the selection and application of appropriate problem solving methods and techniques, provides advice on work methods, practices and procedures, and assists the team and/or individual members in identifying the parameters of a viable solution.

Job holder leads the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product. Monitoring and reporting 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; and rating and signing performance appraisals based on standards established either by the leader or the supervisor.

Job holder prepares reports and maintains records of work accomplishments and administrative information, as required, and coordinates the preparation, presentation and communication of work-related information to the supervisor. Estimates and reports to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensures that all team members are aware of and participate in planning for achievement of team goals and objectives.

Job holder represents the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise. Reports to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.

Resolves simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official. Communicates team consensus and recommendations to the supervisor on actions affecting team and individual awards, rewards and recognition. Intercedes with the supervisor on behalf of the team to inform the supervisor of performance management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.

Interagency Collaboration and Coordination

20%

Initiates and maintains collaborative relationships with other partners and agencies working on HIV/AIDS. Interacts with and obtains cooperation for activities from local and international investigators and public health officials. Works closely with staff of CDC, the MOH and other government officials, NGOs, and with health care personnel, to assure that activities are in line with the national goals and objectives of the PEPFAR Country Operational Plan (COP), and that tasks are carried out correctly and in a timely manner. Provides support for work performed in a variety of other HIV-related research studies conducted by CDC.

As a regional and international expert on matters pertaining to HIV/AIDS prevention, JH represents CDC-Uganda at technical, policy and strategic planning meetings, including meeting with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

Represents CDC in discussing and developing financial commitment proposals for HIV prevention programs at administrative and strategic planning meetings. This includes all USG agencies. Serves as chair or rotating chair on inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency prevention activities in Uganda. Serves on intra- and inter-branch PEPFAR projects. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR taskings, etc.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS

A. Education: A minimum of a Masters degree or host country equivalent in public health, epidemiology, surveillance, program policy/management, international health, health education, nursing, or medicine, health, social or behavioral sciences, statistics, is required. Must have research skills in the area of HIV/AIDS, TB, or STIs as demonstrated by published, peer-reviewed articles in professional journals, national or international presentations.

B. Prior Work Experience: At least six years of medical practice, research or teaching in the area of HIV/AIDS, Tuberculosis (TB), or Sexually Transmitted Infections (STIs) is required. PhD holders with at least three years of work experience in similar fields may also be considered. One year of experience at the managerial level with multiple staff is required.

C. Post Entry Training: Professional seminars to expand knowledge, skills and abilities in HIV/AIDS prevention, 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 and supervisory development training, and COR/COTR or project management of grants/cooperative agreements training are required.

D. Language Proficiency (level and specialization): Level IV English ability (fluent) is required.

E. Job Knowledge: The incumbent serves as a recognized regional expert on the epidemiology of HIV infection with a comprehensive knowledge of the methods, principles and techniques used in developing, implementing and analyzing results of epidemiological studies and operational research projects. The incumbent must have an in-depth understanding of the structure and functions of CDC DGHA Uganda, including detailed knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR) and intra-agency procedures for coordination with CDC Atlanta and the American Mission in Uganda. The job holder must have a detailed and broad knowledge of the host country operational environment, including a working knowledge of the structure and operations of the MOH, the environment for health care delivery at the national, and district level in Uganda.

F. Skills and Abilities: Excellent skills in providing technical expertise and guidance in the development, implementation and evaluation of epidemiological/operational research studies and projects and the analysis of epidemiologic/operational research data. Ability to develop effective working relationships with national and international working partners. The

incumbent will be expected to exercise considerable ingenuity in applying guidelines to unique and different settings. As a representative for CDC DGHA Uganda, the incumbent will also be expected to exercise considerable innovation during his/her attempts to influence other collaborative organizations engaged in HIV/AIDS prevention, care and treatment programs to adopt appropriate strategies for conducting epidemiological studies and operational research projects. Incumbent must have computer skills and the ability to use office software packages, including word processing, spreadsheets, and basic statistical software packages (EPINFO, STATA, SAS, or SPSS) is required. Excellent numerical skills for manipulating and reporting statistical data is required.

16. POSITION ELEMENTS

A. Supervision Received: Works under direct supervision of Strategic Information Branch Chief.

B. Supervision Exercised: Job holder supervises the HIV Prevention and Care & Treatment Implementation Science Specialists.

C. Available Guidelines: International standards for public health science and research, agency directives, regulations, policies, MOH and other Government of Uganda regulations/policies, acquisitions regulations as appropriate.

D. Exercise of Judgment: Required to make independent and professional judgments on the quality and effectiveness of HIV/AIDS prevention programs. Required to develop strategies for eliciting cooperation and commitment for implementation and research activities from implementing partners of the US senior level staff of other agencies and the MOH.

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 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 high-level contact with other agency PEPFAR counterparts and CDC counterparts in complementing HIV/AIDS programs to coordinate and standardize prevention programs that achieve results specified in PEPFAR strategic objectives. External contacts are with senior science personnel and program managers in the MOH or other Government of Uganda Ministries, participating cooperative agreement partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS prevention programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors and other public health professionals for purposes of assuring activities are in line with the national goals and objectives of the PEPFAR Country Operational Plan (COP), and that tasks are carried out correctly and in a timely manner.

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