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INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Kampala, Uganda	USAID	65732519G
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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:				
b. Other:	USAID Project Management Specialist (eMTCT/EID), FSN-4005	FSN-11		
c. Proposed by Initiating Office:	USAID Project Management Specialist (eMTCT/EID), FSN-4005	FSN-11		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE Vacant
8. MISSION/OFFICE: USAID/Uganda	a. First Subdivision: Health and HIV/AIDS Office
b. Second Subdivision: HIV/AIDS Division	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION

<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>Typed Name and Signature of the Employee. _____ Date (mm-dd-yy) _____</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p style="text-align: center;">Lisa Godwin, HIV/AIDS Division Chief</p> <p>Typed Name and Signature of the first-line Supervisor, if different from Block 11. _____ Date (mm-dd-yy) _____</p>
<p>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.</p> <p>Margaret Sancho, Health and HIV/AIDS Office Chief</p> <p>Typed Name and Signature of American Supervisor _____ Date (mm-dd-yy) _____</p>	<p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate Factors and Elements in the MClass Job Evaluation Questionnaire.</p> <p>Susan Easley, Supervisory Executive Officer</p> <p>Typed Name and Signature of Human Resources Officer or USAID Executive Officer _____ Date (mm-dd-yy) _____</p>

13. BASIC FUNCTION OF POSITION:

The USAID Project Management Specialist (eMTCT/EID) (Elimination of Mother to Child Transmission of HIV/Early Infant Diagnosis) is responsible for implementing selected portions of the HIV/AIDS Division portfolio in USAID/Uganda, and for providing full COR/AOR oversight and professional management, implementation, and direction to an number of programs/projects/activities conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant. The assignment includes responsibility for the monitoring and evaluation of existing eMTCT and EID programs/projects/activities, and for developing and implementing new programs/projects/activities, as required. The Specialist participates with professionals and others throughout the Health and HIV/AIDS Office, in all Mission Sectors in the planning, design, development, management, and monitoring of USAID programs/projects/activities. In the course of the assignment, the Specialist will represent USAID, its activities, and its programs to senior GoRU counterparts (at Ministerial levels, local government leaders, counterparts, etc.), to other donor agencies, and to IPs, NGO/PVO counterparts, and the private sector.

The Specialist exercises extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. As COR/AOR, the Specialist will manage a program/project/activity portfolio with an estimated annual burn rate at or greater than the US\$5-10M range.

14. MAJOR DUTIES AND RESPONSIBILITIES:**% OF TIME**

a. Program/Project Management – 70 %

The USAID Project Management Specialist (eMTCT/EID) serves as COR/AOR, and is responsible for management, implementation, evaluation, and monitoring of assigned eMTCT and EID aspects of the HIV/AIDS Division program/project/activity portfolio. The Specialist is responsible for advising the Team Leader, Division Chief and Health and HIV/AIDS Office Chief, the Mission Director, and others on local matters of importance to PEPFAR eMTCT and EID programs and on monitoring activities, and for providing management oversight of IPs implementing managed eMTCT and EID programs/projects/activities. The program is a major component of the USAID portfolio in Uganda, and is a critical component of the overall USAID Mission Country Strategy. The Specialist is instrumental in the achievement of overall strategic goals and objectives in the eMTCT and EID sectors. The work requires the Specialist to remain current on overall economic, political, and social trends in Uganda, in order to analyze those trends in relation to their impact on managed eMTCT and EID programs/projects/activities, and the Health and PEPFAR program in general.

b. Data Collection and Analysis – 15%

The Specialist is responsible for monitoring and reporting on a wide range of developments in the HIV and Health sector, especially those that impact the ability to successfully implement programs related to managed Elimination of Mother To Child Transmission and Early Infant Diagnosis activities. The Specialist monitors, analyzes, and reports on relevant aspects of Ugandan policy, law, and regulation, and on overall HIV/AIDS, health, and general development issues. Based on an in-depth understanding of USAID policy, program objectives, and priorities, the Specialist prepares technical and policy analyses, evaluates sectoral issues, and provides input to Mission activities outside of the eMTCT, EID, and Health portfolio, but particularly with respect to the assigned sector. The Specialist summarizes information and conclusions in written and oral form for presentation to senior USG, and other, decision makers, and for incorporation into other Mission activity documents, as appropriate. The Specialist organizes field trips, conferences, and seminars to ensure maximum exposure of stakeholders and decision makers to emerging trends and various points of view, and for monitoring eMTCT and EID activities, providing translation as needed; prepares written reports reflecting a sound understanding of the assigned areas of responsibility, and that clearly document that a wide variety of sources and points of view have been consulted in undertaking analyses, and in drawing conclusions; and, prepares oral and written briefings for the Mission Director, Embassy staff, and others, on request.

c. Performance Monitoring – 15%

The Specialist works in cooperation with the Strategic Information Advisor, the Mission Development Outreach Communication Unit, and the Mission M&E Specialist to ensure that performance-monitoring systems for eMTCT and EID programs/projects/activities are in place, and that periodic, reliable measures and indicators of programs/projects/activities impact are established. The Specialist collects and monitors program/project/activity performance data on an ongoing basis, and prepares reports of program/project/activity progress for use within the Team, Division, and Office, and also for the Mission, the region, and for USAID/Washington; assesses progress in achieving outputs and results for managed activities, and evaluates and assesses activities as needed; and, continually works to enhance the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress, identifying problem areas and suggesting solutions.

Performs other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education: Completion of an advanced degree, or the local equivalent, in medicine, public health, social science, or anthropology is required. An MPH is preferred.

b. Prior Work Experience: Five to seven years of progressively responsible, professional-level experience in a Public Health-related area is required. Experience must have provided the opportunity for performing project design, program planning, and/or implementation work. At least two years of this experience in development-related work, or related fields, for USAID, other donor agencies, GoRU organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is desired.

c. Post Entry Training: On-the-job familiarization training in USAID and PEPFAR-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, etc., will be provided. Formal COR/AOR certification is required for successful performance and will be provided. Other courses, training to maintain professional capability in the field, and courses offered for professional USAID staff will be provided as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as appropriate, as they become available, and subject to availability of funds.

d. Language Proficiency: Level IV (fluent) English language proficiency, speaking and writing, is required. A good working knowledge of one or more local Ugandan languages is desired.

e. Job Knowledge: In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the Elimination of Mother to Child Transmission and Early Infant Diagnosis activities relative to the assignment, and to public health and HIV/AIDS programs in the Uganda and the region, is required. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of Uganda; the economic development problems, resources, and resource constraints, and development prospects and priorities of the GoRU and the region; and, a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities is required. The Specialist must have knowledge and understanding of the organization and respective roles of the different branches in the GoRU, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans.

f. Skills and Abilities: The ability to plan, organize, manage, and evaluate programs/projects/activities is required. The Specialist must have excellent verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior- and middle-level GoRU officials, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal

communication skills are also used to explain and interpret GoRU attitudes, priorities, and concerns to USAID officials, and to negotiate program/project/activity plans and resolve program/project/activity implementation issues with appropriate GoRU organizations, technical advisors, IPs, counterparts, and peers. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers. Good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans. Skill in project programming, policies, and plans, and in developing strategies for implementation, is desired. The ability to work effectively in a team environment, and to achieve consensus on policy, program/project, and administrative matters is necessary. The work requires good computer skills in order to manage eMTCT and EID goals and achievements, both technical and financial.

16. POSITION ELEMENTS:

- a. **Supervision Received:** The USAID Project Management Specialist (eMTCT/EID) works under the general supervision of the HIV/AIDS Division Chief and a Team Leader. The supervisor and/or Team Leader make assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Health and HIV/AIDS Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist is expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.
- b. **Supervision Exercised:** Continuing supervision of other Health and HIV/AIDS Office and/or Mission staff is not contemplated.
- c. **Available Guidelines:** Available guidelines include USG PEPFAR guidance, rules, and requirements; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.
- d. **Exercise of Judgment:** Independent judgment (discretion) is required for developing, implementing, and managing eMTCT and EID programs/projects/activities, for reporting, and for other assignments. Judgment is required in order to make decisions, based on a careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact; exercises good judgment, and completes work independently; and, monitors implementation of assigned activities and maintains accountability for results achieved.
- e. **Authority to Make Commitments:** The Specialist exercises the authority given to activity managers and CORs/AORs, and may make administrative arrangements consistent with ADS guidance and Mission and IHO policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and superiors informed of activity and project status. Within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity, issue, or problem. The Specialist has no independent authority to commit the USG to the expenditure of funds, but may negotiate *ad referendum* for the supervisor.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist has a full range of contacts within the Mission, at all levels, and maintains contact with IPs and grantees implementing USAID-funded eMTCT and EID programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staffs, and with senior staff as needed. Host-government, local, and other contacts vary widely with the type of activity being implemented, and may be at any level – including on occasion the Ministerial, Deputy Minister level, etc. Frequent and substantive personal contacts with senior-level officials of the GoRU, and with the private sector, are for the purpose of explaining and defending PEPFAR and USAID policies, objectives, and procedures, and to transmit and interpret GoRU and private-sector attitudes and concerns to senior USAID officials.

g. Time Expected to Reach Full Performance Level: Six months to one year.