

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 USAID	3a. POSITION NO. 2518T
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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. Re-description of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) Update

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Prog. Mgmt. Spec. (MCH), FSN-4005	FSN-10		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION DO3	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of 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. _____ Typed Name and Signature of Section Chief/Head Date(mm-dd-yy)	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 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
 This is a technical position to serve in the Health and HIV/AIDS office at USAID/Uganda. The incumbent provides technical and professional leadership to plan, implement, monitor, and oversee mission supported maternal and child health activities. The incumbent role includes planning, designing, organizing, directing, and coordinating development programs and monitoring and evaluation of activities implemented by NGOs, CBOs, UN agencies, and other partner organizations through grants, cooperative agreement and/or contracts. The incumbent will report to the Family Health Deputy Team leader.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
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(See next page)

BACKGROUND INFORMATION

The overall U.S. Government (USG) assistance to Uganda totals to \$494 million (M), with USAID accounting for \$321 M. The USAID development program contains 69 active assistance awards with a total multi-year portfolio value of \$940 M. The Mission's complex and challenging assistance program consists of five action areas: economic growth and biodiversity; health and education; democracy and governance; regional peace and security; and humanitarian assistance. Mission programs implementing the Presidents Emergency Plan for AIDS Relief (PEPFAR), the Presidents Malaria Initiative (PMI), the Global Health Initiative (GHI) and the Feed the Future Initiative (FtF) are among the largest in the world.

The position is located in the Development Objective 3 (DO3), Health and HIV/AIDS (HH) office. DO3 is the largest DO Team in USAID/Uganda, with 40 staff and an annual budget of US\$234.3 M. There are four Teams within the DO3 office – Family Health, HIV/AIDS, Malaria and Health Systems Strengthening. The job holder will sit on the Family Health team. Together these teams manage a wide array of programs, many of which are cross-cutting and integrated in design. Each element of the portfolio contributes to the GHI, seeking country-led health approaches that focus on integration of services, leveraging host country and other donor investments, strengthening health systems, a focus on women and girls, improved application of evaluation, innovation, and science and technology.

The Family Health Team is a high performing group of 10 individuals including cross-cutting persons. The team includes a senior FSN Unit Leader, an FSN Unit deputy, 3 FSN Project Management Specialists, a US Direct Hire, a TCN, one FSN Office Manager, and a Program Development Assistant. Together, the team manages activities totaling approximately \$57 million. The family health team programs require intensive multi-agency planning, extensive Government of Uganda (GoU) consultation, Technical Working Group alliances and consultation, and donor coordination at the program level.

14. MAJOR DUTIES AND RESPONSIBILITIES (CONT'D)

A. Program Management (35%)

Provide oversight of activities related to the MCH program in USAID/Uganda's cooperative agreements/contracts. Key program management activities include:

1. Participates in program management teams for DO3 MCH and integrated service delivery/technical assistance projects.
2. Participates in Mission review of technical proposals in the area of MCH and integrated health service delivery.
3. Act as agreement officer's representative/alternate, for large complex awards.
4. Review partner work plans, budgets, implementation activities, and reporting requirements.
5. Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners.
6. Evaluates the performance of IP organizations involved in MCH activities, especially SMGL IPs, including organizing and conducts regular site visits. Based on information collected during site visits, communicates findings and recommendations for strengthening SMGL activities to the interagency SMGL Team.
7. Prepares SMGL and other MCH program documentation and reports and maintains records ensuring systematic monitoring of performance. Assists in the drafting of strategic plans, portfolio reviews and other Mission documentation as needed.
8. Coordinates interagency meetings and implementing partner meetings. Writes and shares meeting minutes. Also serves as a core member of the interagency SMGL Team in the planning, management, supervision, implementation, monitoring, and evaluation of results.
9. Participates in and represents the USG at partner technical working groups and disseminate working group findings to the interagency SMGL team.
10. Assists in the planning of high level USG and SMGL partner site visits to Uganda. Organizes field trips, conferences, and seminars and ensures maximum participation by target audiences. Writes briefing and shares necessary reports.
11. Manages interactions with partners including helping to develop sustainable strategies to facilitate medium to long-term impact of partner activities, providing direction and capacity strengthening, etc.
12. Works with and supports other USG agencies involved with SMGL in Uganda to prepare appropriate reports.
13. Prepare and amend USAID documentation, including, Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

B. Technical Responsibilities (40%)

1. Provide sound technical advice that will strengthen the Mission's efforts in MCH service delivery in public and private sector.

2. Incorporates new MCH technologies into the program, and oversees and coordinates USAID-supported activities for SMGL implemented at multiple delivery sites and among multiple partners.
3. Keeps abreast of information, trends, and breakthroughs concerning MCH and SMGL and provides guidance and advice about MCH to HH colleagues and implementing partners.
4. Liaises with all other relevant HH teams and offices within USAID/Uganda and USAID/Washington to ensure full integration and coordination of SMGL activities, approaches, and strategies into other related program areas.
5. Conduct and analyze program evaluations to redefine concepts and criteria for new and expanding programs.
6. Participate in strategic and policy level discussions involving MCH activities.

C. Interagency Coordination (15%)

Represents USAID/Uganda at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

D. Other duties as assigned (10%)

Perform other duties as assigned or required. PMS/MCH should demonstrate flexibility, resourcefulness, and initiative in working on a high-performing team that faces a great diversity of day-to-day tasks.

15 DESIRED QUALIFICATIONS

a. Education:

Bachelor's degree in International Health, Public Health, Medicine or other relevant degree is required. Masters' degree with some reproductive health or safe motherhood; project management courses are advantageous.

b. Prior Work Experience:

At least five years of progressively responsible professional experience in public management or program management is required, experience in maternal and child health is preferred. Work experience should include at least two years of planning, developing, and implementing and managing public health programs in resource poor settings. Demonstrated experience in coordination of large-scale projects or working in teams is required. Preference given to candidates with experience coordinating with an international agency, host government or implementing partners.

c. Post Entry Training:

Familiarization training in USAID-specific procedures, regulations, and methods, and orientation to working from a donor agency perspective will be provided. On-the-job training will be provided regarding USAID, The Saving Mothers, Giving Life (SMGL) Partnership, and The President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), and Global Health Initiative (GHI) policies, procedures, and regulations, including the Automated Directives Systems (ADS), Mission Orders, and all planning and reporting databases. Formal Assistance Officer's Representative (AOR/COR) certification courses and other appropriate training will be provided as courses become available, subject to availability of funds.

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II), III) and specialization (sp/read): Level IV (fluent) English language proficiency, speaking and writing, is required.

e. Knowledge:

Demonstrated ability to work effectively as a member of a high performing interagency team is necessary. Ability to develop and maintain effective working-level and management-level contacts within service delivery activities of the government and NGOs; strong interest in public health issues related to maternal, newborn and child health, family planning, HIV/AIDS, and malaria in Uganda; general knowledge of the Ugandan public sector health system donors and related private sector policies programs, as well as current health approaches and strategies in Uganda is preferred.

f. Skills and Abilities:

Strong interpersonal, analytical, and communications skills required. The job holder must be able to order priorities and manage several activities simultaneously. Must be able to work effectively in a team environment and coordinate well with others. Excellent computer skills including Word, Excel, Database software, E-mail, and the internet; strong management skills, including financial management, administrative, and monitoring skills to track the performance of implementing partners and activities. Ability to present information, analyses, and recommendations in clear written and oral formats. Ability to travel to regions and districts within Uganda for field work. Exceptional diplomacy, tact, cultural sensitivity and team participation are also required, in order to establish and maintain effective working relationships within USAID and with implementing partners and the interagency team.

16 POSITION ELEMENTS

a. Supervision Received:

Works under the general supervision of the Family Health Unit Deputy. Assignments are made orally and in writing, with a discussion of any elements of the assignment that may be new or to determine priority. Once the office work-flow is established, most assignments will occur in the normal course of the work, but the incumbent must be aware of situations that must be coordinated with superiors. The Unit Deputy provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The incumbent must seek advice and assistance as required. Work is reviewed in terms of results achieved.

b. Supervision Exercised: None.

c. Available Guidelines:

Available guidelines include USAID, PEPFAR, GHI, FtF and PMI guidance, rules, and requirements; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS) USAID Mandatory and Standard Provisions, the Federal Acquisition Regulations (FAR and AIDAR); and other published and unpublished guidelines. Many guidelines are general in nature and not specific to the situation at hand. In situations where considerable interpretation is required the incumbent will coordinate with appropriate superiors.

d. Exercise of Judgment:

Good judgment is required to analyze, interpret, and adapt prior experience, particularly as guidelines are updated and new activities developed. Within a range determined by the incumbent and superiors, the incumbent exercises independent judgment in planning and follow-up of program actions and other assignments. The work involves many different, complex, and interrelated processes. The very nature of public health programming requires sensitivity and discretion in developing interventions and working with diverse partner organizations. These positions support the assigned section and the full DO3 Team, other relevant USAID and other USG agency staff, and the support staff of partners (Ministry of Health, other donors, NGOs, and the private sector). The incumbent will exercise significant judgment in resolving MNCH especially SMGL related operational problems encountered, and determining when there is need for consultation with superiors.

e. Authority to Make Commitments: The incumbent has limited authority, but within the limits of training and experience. The incumbent exercises the authority given to all USAID activity managers and AOR/CORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and practical judgment, but guidance must be sought when needed. Within the scope of the authority delegated, the incumbent may indicate to counterpart and implementing partner officials that the incumbent will make a recommendation to USAID on a specific activity issue or problem.

f. Nature, Level, and Purpose of Contacts. The incumbent has a wide range of contacts within the Mission, and maintains contact with counterparts and peers in contractor and grantee organizations implementing USAID-funded programs/projects in the sector. Host-government, local, and other contacts vary widely with the type of activity being implemented, but are usually at the counterpart level. When traveling with or in lieu of a supervisor, the incumbent has frequent and substantive personal contacts with implementing partners, local officials, and with the private sector, and may be called upon to explain and defend USAID policies, objectives, and procedures, and to transmit and interpret local-official and private-sector attitudes and concerns to superiors upon return.

g. Time Expected to Reach Full Range of Duties: One year.