



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 048

Date: September 26, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: MAURA PELLET – HUMAN RESOURCES OFFICER**

**SUBJECT: PUBLIC HEALTH SPECIALIST (STRATEGIC INFORMATION ADVISOR)**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** Public Health Specialist (Strategic Information Advisor)

**OPEN TO:** All Interested Candidates

**GRADE LEVEL:** FSN-12, FP-03\* (Full Performance Level)

**WORK HOURS:** Full Time, 40 hours per week

**POSITION TYPE:** Permanent

**OFFICE LOCATION:** Centers for Disease Control and Prevention (CDC)

**OPENING DATE:** Immediate

**DEADLINE:** October 14, 2014 at 6 P.M. Kyiv Time

*\*FP –03 is subject for confirmation with Washington.*

**IMPORTANT ELIGIBILITY NOTE:**

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

### **BASIC FUNCTION OF POSITION:**

Under the President's Emergency Plan for AIDS Relief (PEPFAR), CDC is the USG agency designated to assist with HIV/AIDS strategic information (surveillance, health information systems, monitoring and evaluation [M&E]) and operational research in Ukraine. Strategic Information (surveillance, monitoring and evaluation) involves the ongoing, systematic collection, analysis, and interpretation of HIV/AIDS-related data essential to planning and implementation of HIV control programs. HIV operational research involves design and implementation of studies designed to address specific issues in order to improve programmatic response to the HIV epidemic. Measuring the burden of HIV/AIDS and the effect of prevention and care programs and conducting needed operational research are essential for guiding effective prevention, treatment, and care interventions.

The Technical Program Management Specialist (Strategic Information) is the HIV/AIDS M&E and surveillance portfolio manager and public health technical advisor responsible for providing technical expertise and assistance to the Committee on HIV, TB, and Socially Dangerous Diseases, other Ministry of Health (MOH) entities, and other participating partners in HIV monitoring and evaluation and surveillance systems, in the collection, management, and analysis of data streams from different sources, and in the conduct of large, complex surveys designed to measure HIV prevalence and other important HIV indicators, and in the analysis and use of data from monitoring and evaluation and surveillance system and surveys.

The specialist is a senior program specialist and key public health technical advisor responsible for HIV/AIDS Strategic Information (SI) activities within the agency in country. Job holder works at a project management level with the Committee, other Ministry of Health entities, implementing partners, non-governmental organizations, contractors and grantees to provide technical assistance that will ensure the coordination of the design and appropriate, high quality implementation and strengthening of strategic information and operational research programs as defined in the Country Operational Plan (COP). Quantifying progress towards targets set for PEPFAR strategic information and the national HIV response requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to develop and maintain collaborative working relationships with USG partners at both implementer and national levels. Jobholder represents the agency on M&E issues at technical, policy and strategic planning meetings, including meetings with collaborators and donors. Job holder reports directly to the CDC Country Director and plays an active leadership role in the Mission's PEPFAR Country Team

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Program Management**

**75%**

Job holder serves as CDC authority and primary point of contact for HIV strategic information, including operational research, in Ukraine and works with the PEPFAR Country Team to develop plans to meet the strategic information, and operational

research needs of the country and the USG PEPFAR activities. Job holder oversees the performance of the HIV strategic information and operational research activities implemented through Cooperative Agreements by the Committee, Ukrainian AIDS Center, and other partners. The activities will include strengthening of strategic information (support of the National HIV M&E Center and of NGOs in the collection, management, analysis, interpretation, and integration of HIV data from multiple surveillance and prevention and care systems). Works with partners and host government to ensure that the activities are planned and implemented according to the Country Operational Plan. Job holder recommends to supervisor and CDC leadership shifts in program operations and other recommended actions. Job holder closely tracks HIV strategic information and operational research activities that are conducted by other public health entities.

Job holder is responsible for planning, designing and managing the HIV strategic information and operational research technical assistance components of CDC's strategic objectives/country operational plan. To achieve results, job holder works directly with the host country Ministry of Health, international organizations, donors, non-governmental organizations, partners, contractors, and other USG agencies. Project management of these activities is defined in memoranda of understanding, cooperative agreements, grants, and/or contracts with implementing partners.

**Monitoring:**

- Provides expert technical assistance for program evaluation activities that focus on priority issues and develops a technical assistance plan for increasing the capacity of the Ukrainian National HIV Monitoring and Evaluation Center.
- Works with the various entities to ensure activity work plans and monitoring plans include relevant and effective performance measures that together provide greater results and more accurate measurements.
- Ensures that technical assistance plan is implemented according to plan and that the data collected through the NHMEC are properly collected, and that each indicator is an appropriate measure of its corresponding result.
- Advises and develops training on the process of defining measurable indicators and targets for the desired program results addressed by cooperating partners and assists them on their contribution to the monitoring portion of reports through regular consultations and specialized training.
- Works with partners to ensure their understanding of the performance monitoring system and process and their role in the process.
- Advises them on specific measurement techniques appropriate for their programs.
- Provides information to personnel of other USG agencies on M&E concepts, processes, design, training, and practices.

**Evaluation:**

- Designs the overall evaluation plan, following strategic objectives set for the M&E component of SI goals.
- Assists technical sections and partners with planning, designing, and implementing their respective and appropriate evaluation plans.
- Works closely with the host government to ensure that national-level data are available and reliable, and works on an inter-agency basis to ensure that USG

results contribute to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are truly attributable to PEPFAR program interventions.

- Has primary responsibility for development of the M&E section of agency's annual submission for future funding.

### **Surveillance:**

- Supervises the activities or partners to develop, implement, and monitor results of HIV/AIDS surveillance activities and surveys. Several types of surveillance information may be collected: HIV prevalence and recent infection rates through sentinel surveillance, including antenatal clinic and STI clinic attendees and high-risk populations in the community; the longstanding Ukrainian population serologic screening for HIV, HIV and behavioral prevalence in the general population through the Demographic and Health Survey (DHS) and the AIDS Indicator Surveys (AIS) with HIV testing; biologic and behavioral prevalence among high-risk populations; and transmission of drug resistant HIV strains.
- Serves as the agency's authority and primary point of contact for information related to design, partners, timelines, funding, and results of surveys, and works with the national Strategic Information (SI) team to develop plans for new surveys to meet the strategic information needs of the country and the USG.
- Recommends to the CDC Country Director shifts in program operations and other actions designed to improve accuracy of data.
- Job holder's technical advisory and project management roles also includes direction of partners to provide ongoing support for capacity building within the MOH and other partners to improve existing data collection and analysis, interpretation and integration of data describing the HIV epidemic into the national response.
- Closely tracks health surveys of interest that are conducted by other public health entities.
- The incumbent works closely with CDC staff across other HIV/AIDS technical program areas to make sure that data generated by USG-supported surveys and by the MOH surveillance systems provides targeted information that can be used to support program planning, policy development, advocacy, and impact evaluation.
- Works closely with partners, scheduling site visits and meetings with representatives of each collaborating partner organization on a regular basis to ensure program results are achieved and all USG funded surveillance programmatic activities pass through ethical review with the appropriate agency authority.
- Provides updated technical information to partners as it becomes available.
- Job holder either arranges for informational briefings and practical training for various target audiences (e.g., Committee and Ministry public health officials, Ukrainian National and regional M&E centers, local public health personnel, doctors, nurses) on how to conduct surveys, monitor and evaluate HIV/AIDS programs, use M&E data, and report progress to key stakeholders.
- Responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on surveillance strategies for AIDS programs.

- Collaborates with SI colleagues, MOH contacts and other implementing partner staff to formulate and recommend appropriate monitoring and evaluation (M&E) activities for on-going and future HIV/AIDS prevention, treatment and care programs.
- Works with SI colleagues and partners to call attention to activities where the development and/or strengthening of appropriate data management systems that monitor health objectives and indicators for HIV/AIDS prevention programs is needed.
- Analyzes collected data related to overall surveillance services, directs partners in summarizing and reporting the findings of operational research to be used for reports of record, proposals, publications, and for presentations at national and HIV/AIDS international meetings.
- Prepares regular and ad hoc progress reports on PEPFAR surveillance partner activities. Readers of these reports include CDC and post management, other CDC PEPFAR officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually.
- Provides both oral and written advice and recommendations to chief of section and/or supervisor in interpreting data on health objectives and indicators related to overall surveillance initiatives in country.
- Provides technical direction to interested public health officials and organizations on how to develop proposals that result in a memorandum of understanding, grant, contract and/or cooperative agreement for interventions that deliver surveillance services. This supports greater initial understanding and consistency with PEPFAR policies and how such policies can integrate with host country policies and regulations.
- Works with the CDC procurement, grants and/or contracts office, as well as partner representatives, to ensure that most current surveillance survey protocols are included in the signed grant, contract or cooperative agreement and gives technical advice and direction to grantees, program collaborators and host government partners in the development of work plans for implementation of activities following grants/contracts/cooperative agreement awards.
- As an expert in public health disease surveillance and surveys, incumbent takes an active role in developing specific CDC program goals and objectives for HIV/AIDS surveillance initiatives designed to strengthen in-country surveillance systems. This includes collaboration on surveillance strengthening and capacity building initiatives proposed in the country operational plans, annual work plans, and regular progress reports related to surveillance activities.
- Prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the President's Emergency Plan for AIDS Relief (PEPFAR) and CDC's PEPFAR program in (country).

**General Program Management:**

- Carries out management responsibilities for cooperative agreements, grants and contracts associated with HIV strategic information and operational research.
- Provides technical direction for proposals that result in a grant, contract and/or cooperative agreement for HIV strategic information or operational research

- technical assistance programs. This ensures consistency with PEPFAR policies and host country policies and regulations.
- The incumbent is the designated formally as the Cognizant Technical Officer (CTO) or Contracting Officer's Representative (COR) for 5 projects involving HIV strategic information and operational research. In this capacity, plays a major technical role in development of the Funding Opportunity Announcement, review of applications, supplemental awards, and requests for extensions.
  - Liaises with the CDC cooperative agreement technical specialists at post and in the U.S. on technical reviews and funding awards for approximately 5 cooperative agreements and contracts annually, estimated at \$ 2.2 million per year. Once cooperative agreements are in place, oversees performance of cooperating partners, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

**Scientific/operational Research:**

- Contributes to development of a national HIV operational research plan.
- Contributes to and participates in complex studies and performs research assignments that require independent analysis and interpretation. Such studies and research are cross-cutting and include substantive and often sensitive information.
- Coordinates with other USG agencies and implementing partners to develop, oversee preparation of, and disseminate the results of evaluations of public health services, including demographic surveys, number receiving treatment, indicator surveys, behavior change surveillance, etc.
- Takes the lead on additional research-related tasks as assigned.

**Interagency Coordination**

**15%**

The incumbent plays an active leadership role in the Mission's PEPFAR Team to provide analysis and interpretation of strategic information and to make sure that monitoring and evaluation and surveillance systems are meeting the needs of the national HIV/AIDS Program and that agency strategic information activities are consistent with PEPFAR overall program priorities.

As a regional and international expert on matters pertaining to HIV/AIDS HIV strategic information and operational research technical assistance programs, job holder represents (CDC/Ukraine) at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials, PEPFAR country team and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties.

Participates in inter-agency strategic planning and administrative meetings for purposes of discussing and developing evaluation targets for furthering the program. Such meetings may include representatives of other USG PEPFAR implementing agencies (Departments of State, Defense, Labor, Commerce, and Health and Human Services (including National Institutes of Health, Substance Abuse and Mental Health Services Administration, Food and Drug Administration), USAID and Peace Corps).

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 agencies HIV strategic information and operational research, technical assistance activities in Ukraine. Job holder serves on intra- and inter-agency PEPFAR working groups and projects, frequently taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR taskings, etc. This would include 3-4 projects per year where position would have a lead role.

Assists the Ministry of Health (MOH) in preparing and disseminating white papers, presentations and peer-reviewed journal articles as well as writing national policy documents. As a consultant, job holder represents PEPFAR in the area of HIV strategic information, HIV/TB, and antiretroviral therapy (ARV) technical assistance and attempts to influence other collaborative organizations engaged in HIV/AIDS prevention and control programs to adopt appropriate SI strategies for their program activities. Prepares verbal briefings, presentations and written reports for agency leadership and staff as well as other interested parties on the progress of the Ukraine PEPFAR-funded HIV strategic information and operational research technical assistance program activities.

On behalf of the Country Director, incumbent may participate with other PEPFAR professionals on in-country committees for HIV strategic information and operational research technical assistance issues. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for HIV/AIDS issues on a national level. Based on information received in the national committees, job holder may recommend revisions to the CDC and PEPFAR team program policies and guidelines for HIV strategic information and operational research technical assistance.

### **Administrative Management**

**10%**

Incumbent is responsible for providing oversight and monitoring the budgets allocated to strategic information and operational research implementing partners within the job holder's portfolio including the Committee and NGOs. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignment of budgets.

Maintains files and records in the HIV strategic information and operational research technical assistance data collection specific to the activities/programs for which incumbent is responsible. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically and entered into the reference system.

Prepares and occasionally presents briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serves as spokesperson as required. Serves as control officer for some site visits for CDC and inter-agency PEPFAR senior-level officials.

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

The successful candidate should possess one of the degrees listed below:

- a) Doctor of Public Health (DrPH) or host country equivalent;
- b) Doctor of Medicine (MD) (complete higher medical education with doctoral diploma)
- c) PhD or host country equivalent (candidate of science and/or above) in public health policy, epidemiology, biostatistics, demography, or behavioral science

**WORK EXPERIENCE:**

Three years of mid- to senior-level public health experience in the management and development of epidemiological surveillance and/or large scale surveys of HIV/AIDS prevention, treatment, or care programs is required. One additional year of experience at the managerial level is required.

**POST ENTRY TRAINING:**

Attendance at ongoing professional seminars focusing on changing public health strategic information standards, protocols, monitoring and program assessment/evaluation systems is required. Agency-specific leadership development training, COR or Project Management of grants/cooperative agreements training are required

**LANGUAGE:**

Level IV (fluency in speaking, reading, writing) in English, Ukrainian and Russian is required.

**KNOWLEDGE:**

Job holder is required to have expertise in one of the following areas, with grasp of others, extensive knowledge of HIV strategic information systems, HIV behavioral research methods; HIV seroprevalence and risk behavior studies among most-at-risk groups; and the collection, analysis and presentation of public health/epidemiologic data in order to plan, design, direct the implementation of, and strengthen procedures for collection, analysis and dissemination of HIV/AIDS epidemiological data, program evaluation and other operational research methodologies. Required knowledge (or potential to acquire knowledge) of the principles, theories and practices of USG and internationally recognized standards for strategic information and operational research regulations and procedures. Detailed knowledge of the host government health care system and structures including familiarity with Ministry of Health HIV/AIDS policies and program priorities is required. Good working knowledge of (or potential to acquire) overall administrative requirements, budgeting and fiscal management in development and support of grants, contracts, memoranda of understanding and cooperative agreements is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required.

**SKILLS AND ABILITIES:**

Strong analytical skills to readily understand and discuss new strategic information program design, management, and implementation approaches are required. This includes the development of and improvement of monitoring systems, survey indicators and monitoring systems, evaluation designs, use of reliable and valid instruments, field experience in data collection, and methods in data collection, analysis and reports. Excellent overall computer skills (keyboarding with both speed and accuracy) and basic skill levels in use of at least one of the more common epidemiologic data analysis software (EPINFO, STATA, SAS, or SPSS) and strong skills in interpretation of program

data are required. Excellent numerical skills for manipulating and reporting statistical data are required. Excellent oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare substantive and analytical reporting. The incumbent will be expected to exercise tact in applying PEPFAR guidelines to unique and different public health strategic information activities, as monitoring and evaluation systems, surveillance programs, and surveys are highly complex and can be threatening to stakeholders. Ability to persuade others, ingenuity and innovation will be required to influence collaborative organizations engaged in HIV/AIDS prevention, treatment and care programs to adopt appropriate strategies for improving the surveillance and survey process. Strong leadership skills are required to lead results-driven project teams and workgroups.

#### **APPLICATION AND SELECTION PROCESS:**

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **October 14, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

**Universal Application for Employment (DS-174) can be filled out electronically and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:521-51-55).**

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

#### **ADDITIONAL SELECTION CRITERIA:**

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application.

Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.

- Only those applicants who are selected for the interviews will be contacted.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: TWilson- CDC (by e-mail)