



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

011

Date: March 2, 2012

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: PUBLIC HEALTH SPECIALIST (HIV AND TB TREATMENT)

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 (HIV and TB treatment)

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: March 17, 2012 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:

The incumbent of this position is a senior project manager and the key public health advisor on treatment and treatment support of HIV/AIDS and on TB/HIV co-infection to the CDC Country Director. The job holder provides comprehensive public health technical, administrative and managerial advice and assistance in support of technical assistance activities provided under the President's Emergency Plan for AIDS Relief (PEPFAR) to antiretroviral treatment and TB/HIV monitoring and treatment activities in Ukraine. Responsibilities include day-to-day management of CDC-supported technical assistance programs and close collaboration with PEPFAR partners to ensure implementation of ARV treatment and TB/HIV program activities is carried out in accordance with program strategic objectives and internationally recognized best practices in treatment. Partners include other PEPFAR agencies, Ukraine Ministry of Health and other relevant Ministries, Global Fund, International Organizations (IO) and Non-Governmental Organizations (NGO) involved in treatment of and surveillance for TB/HIV and HIV/AIDS in country. Jobholder represents PEPFAR-Ukraine on HIV/AIDS treatment issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

MAJOR DUTIES AND RESPONSIBILITIES:

Program Management for PEPFAR Treatment Support Projects 70%

The job holder takes lead in direction of partners to provide ongoing support for capacity building within national and subnational ARV training centers to improve existing ARV training methods and systems in order to increase the pool of trained ARV providers. The job holder will also direct partners implementing capacity building in monitoring and evaluation of ARV treatment programs. The job holder closely tracks ARV treatment initiatives that are conducted by Ukraine Ministry of Health, Global Fund, other PEPFAR partners, and other public health entities. The incumbent also develops specific CDC program goals and objectives for TB/HIV initiatives designed to strengthen collaborative HIV/TB services, including HIV surveillance among TB patients and TB diagnosis among HIV-infected persons, including laboratory strengthening.

The Incumbent serves as a public health expert technical advisor for the development, implementation and monitoring of CDC -supported HIV/AIDS treatment and TB/HIV program activities in Ukraine by taking a proactive role in developing specific agency program goals and objectives for HIV/AIDS and TB/HIV program initiatives. The job holder is a senior technical advisor to Ukraine Ministry of Health institutions, partners and non-governmental organizations (NGOs) in the implementation of HIV/AIDS treatment and TB/HIV programs and activities through one or more PEPFAR cooperative agreements and contracts, as well as providing technical advice to partners funded by the government or Global Fund as indicated. The job holder provides technical evaluation of assigned proposals for ARV and TB/HIV training programs of PEPFAR/CDC partners, and recommends amendments/approval to supervisor; also provides evaluation of national protocols for ARV and TB/HIV treatment to ensure that most current treatment

protocols are included, providing feedback to the appropriate national working group and/or program manager. The annual CDC budget for HIV/AIDS treatment support and TB/HIV programs in Ukraine in fiscal year 2012 is approximately \$1,600,000.00.

The Incumbent provides technical guidance and direction to implementing partners, program collaborators and contractors on management and implementation of activities to be consistent with PEPFAR policies and guidance and host country policies and regulations. The incumbent maintains state-of-the art knowledge on internationally-recommended TB/HIV and HIV/AIDS treatment protocols.

The incumbent works closely with senior and mid-level Ukraine Ministry of Health (and other ministries as appropriate), Global Fund partners, international organizations and non-governmental organizations to assure that PEPFAR-funded HIV/AIDS treatment support and TB/HIV programs are being carried out as designed. In liaison with the Strategic Information Specialist, develops program evaluation strategies, methodologies and indicators for monitoring programs in accordance with standard guidelines and protocols; development and implementation of improved evaluation strategies of the effectiveness of ARV treatment and TB/HIV trainings will be needed.

Contacts are with key decision makers among National ARV Training Center, State Service on HIV, TB, and Other Socially Dangerous Diseases, National TB Center, and Ukrainian AIDS Center staff and among representatives of international organizations and non-governmental organizations to assess progress and remaining gaps in ARV training and in evaluation of ARV treatment activities and in TB/HIV activities. The job holder monitors activities by each partner organization on a regular basis to ensure goals and objectives are being met, and TB/HIV and HIV/AIDS treatment protocols are followed. This involves periodic site visits and meetings with representatives of each organization, including to ARV training centers and MOH TB and HIV medical facilities, to review progress, and to assure that guidelines, established protocols, and best practices for ARV training and treatment of HIV/AIDS and TB/HIV are being followed. The incumbent reviews and provides feedback on all data generated by partners on a biannual basis and develops partner specific strategies to address challenges in implementation based on the data reviews. The incumbent collaborates with partners to make sure that all appropriate programmatic activities and study protocols meet human subject requirements and pass through ethical review with the appropriate agency authority.

As a senior specialist for HIV/AIDS treatment support and TB/HIV programs, job holder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, or Annual Program Statement and reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once cooperative agreements are in place, the incumbent oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration. Cooperative agreements under the purview of job holder total approximately \$1,600,000.00per year.

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 relating to HIV/AIDS or TB/HIV Treatment. As assigned by supervisor assumes the lead on additional research-related tasks.

Program Administration

15%

Incumbent is responsible for providing oversight and monitoring the budgets allocated to HIV/AIDS treatment support and TB/HIV technical assistance implementing/cooperative agreement partners. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities; biannual pipeline reviews/budget status reports, following up on irregular findings; providing advice for realignments of budgets, accruals.

Incumbent is responsible for developing evaluation strategies in order to collect data and prepare reports as required on monthly, quarterly, or annual basis.

The incumbent manages the data collection process, ensuring data integrity and security. Other program files include reports, meeting summaries and minutes, copies of all cooperative agreements, contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically for recordkeeping purposes.

As assigned, prepares briefings for VIP visitors, participates in making arrangements for visits and serves as spokesman as required on matters within his/her technical expertise. The incumbent may serve as control officer for site visits by agency and inter-agency PEPFAR senior-level officials. The incumbent prepares regular and ad hoc reports of progress for each PEPFAR/CDC HIV/AIDS and TB/HIV treatment partner. These will be included in regular reports to CDC/Atlanta and ultimately to the U.S. Congress.

Interagency Coordination

15%

As a regional expert on matters pertaining to HIV/AIDS treatment and ARV training and TB/HIV programs, job holder represents CDC/Ukraine at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

The incumbent represents the agency in discussing and developing financial commitment proposals for HIV treatment support and TB/HIV programs at administrative and strategic planning meetings. This includes all USG agencies involved with PEPFAR at Post (Departments of State, Defense, USAID, and Peace Corps). Because of the highly integrated nature of the TB/HIV infectious disease program, the incumbent plays an active leadership role in interagency technical collaboration especially with USAID to ensure adherence to internationally accepted standards for integration of TB/HIV and HIV/AIDS treatment program activities with other PEPFAR programs and to ensure

coordination without duplication of activities. The incumbent also serves as the primary liaison between the Ukraine MOH and the interagency in-country PEPFAR team and between the in-country PEPFAR team and HQ-based TWGs for HIV/AIDS treatment and (together with the USAID liason) for TB/HIV.

Note: This position description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her agency.

REQUIRED QUALIFICATIONS:

EDUCATION:

Doctoral Level (MD, DrPH or PhD) degree or host country equivalent in medicine, public health, epidemiology, or related field is required.

WORK EXPERIENCE:

Five years of mid-to-senior level public health experience in developing, implementing and evaluating TB/HIV and/or HIV/AIDS treatment programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level is required.

POST ENTRY TRAINING:

Ongoing professional certification seminars focusing on HIV/AIDS and TB/HIV clinical treatment protocols, most current methodologies regarding the integration of HIV and TB services, clinical management, surveillance, and program evaluation. Ongoing training in approaches to training methods and to program monitoring and evaluation. Attendance at conferences and workshops dealing with the AIDS pandemic. Agency-specific leadership and development and grants/cooperative agreements management training are required. Necessary post entry training will be provided on-site or at Regional or Atlanta-based facilities.

LANGUAGE:

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

KNOWLEDGE:

Comprehensive knowledge and experience in HIV/AIDS treatment and Tuberculosis program activities, including a detailed knowledge of current clinical management and treatment of HIV/AIDS and TB/HIV clinical interventions related to Tuberculosis and HIV treatment, is required. A thorough knowledge of the current public health issues in Ukraine related to HIV/AIDS and TB is required. A good working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to

plan, develop, implement and evaluate results of TB/HIV intervention and HIV/AIDS treatment programs is an advantage. A detailed knowledge of the Ukraine health care system and structures including familiarity with MOH policies, program priorities and regulations is required. A good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is an advantage. Good working knowledge of overall administrative requirements in support of memoranda of understanding and cooperative agreements is an advantage.

SKILLS AND ABILITIES:

Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to accomplish reporting requirements. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. The ability to influence other collaborative organizations engaged in HIV/AIDS treatment and ARV training programs to adopt appropriate strategies for improving programs for patients with TB/HIV co-infection is an important skill required for this position as the programs are highly complex and can be threatening to stakeholders. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills in analysis and interpretation of program monitoring and evaluation data are required.

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 **March 17, 2012**. 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 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: CVitek- CDC (by e-mail)