

INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

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

1. POST Hanoi, Vietnam	2. AGENCY HHS/CDC/Influenza	3a. POSITION NO. HHS-A-03
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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. HHS-A-03 , Program Officer/ FSN-550 (Title) _____ (Series) 11 (Grade)

b. New Position

c. Other (explain) The position is currently vacant. Revise PD to fill in the position.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Program Officer/ FSN-550	11	WDG <i>[Signature]</i>	02/05/10
b. Other				
c. Proposed by Initiating Office HHS/CDC/Influenza	Program Officer, FSN			

6. POST TITLE POSITION (if different from official title) Program Officer	7. NAME OF EMPLOYEE
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8. MISSION HHS/Hanoi, Vietnam	b. Second Subdivision Influenza Division
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a. First Subdivision Centers for Disease Control and Prevention (CDC)	c. Third Subdivision
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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 Local 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. <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> BK Kapella </div> <div style="width: 15%;"> 02/05/10 </div> </div> _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	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. <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> Williette Gooding </div> <div style="width: 15%;"> 02/05/10 </div> </div> _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Incumbent has a senior leadership role serving as the Influenza Program Officer, organizing, implementing, coordinating and supervising CDC-supported program activities related to influenza, including seasonal influenza, avian influenza, and pandemic influenza in humans and animals. Incumbent represents CDC in meetings with the Government of Vietnam and international experts, and provides implementation guidance and technical support to Vietnam counterparts funded through 4 U.S. Government Cooperative Agreements, totalling USD \$1,665,000 in Fiscal Year 2009, to accomplish these functions. Incumbent acts as an integral part of the CDC Influenza Program team to provide expert technical assistance, oversight and management to programs that are supported through U.S. Government funding in Vietnam. Incumbent serves as an integral member of the HHS/CDC Influenza team, and provides technical oversight, guidance, and evaluation to HHS/CDC-funded partners developing and implementing influenza activities in Vietnam.

14. MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)

Strategic Guidance: The Influenza Program Officer will provide expert technical and managerial support to the U.S. Centers for Disease Control and Prevention's (CDC) influenza program activities in Vietnam. Reporting directly to the CDC Influenza Program Chief, the Program Officer will work with the Program Chief, with the CDC Influenza Animal-Human Interface Initiative Chief (AHIC), with the CDC Vietnam Country Director, and staff from CDC Vietnam as needed, the HHS Health Attaché Office, and staff from USAID, and the Department of State, to promote and advance CDC influenza activities in Vietnam. Tasks include: 1) Advising on technical influenza functions carried out by CDC in Vietnam; 2) facilitating CDC-supported influenza training for Vietnam; 3) providing technical support to HHS/CDC funded influenza programmatic activities in Vietnam, particularly those funded through Cooperative Agreements, other grants, contracts or special project budgets; 4) developing and maintaining systems for sharing of scientific information and recent developments in influenza with Vietnam partners; 5) researching and generating background information and documentation to inform program strategy and planning; 6) providing technical assistance to the Influenza Program Chief in the development and implementation of monitoring and evaluation (M&E) systems for CDC supported influenza projects in Vietnam; 7) serving as primary liaison support between CDC and its influenza partners in Vietnam and in the Region, and developing and maintaining critical relationships between the U.S. Government Influenza program and key Government of Vietnam institutions; 8) developing and maintaining systems for cataloguing and reporting progress to HHS/CDC and other funding organizations; 9) representing the CDC office for influenza activities. (40%)

Program implementation: Assumes a leadership role in the development of new and continuing project proposals, and provides technical and administrative assistance in assuring that project goals and objectives are met in a timely and efficient manner. Participates in site visits to evaluate and monitor project activities and to provide technical and administrative assistance. Assesses training needs and provides guidance on developing quality assurance. Incumbent will monitor the progress in meeting project goals and objectives as stated in the Cooperative Agreements between the U.S. Government and various Government of Vietnam agencies. Incumbent will work with grantees to establish systems for good quality reporting with the goal of assuring that work plans and reports are submitted to CDC, Vietnam in an accurate and timely manner. Will assist grantees in developing their capacity to review and evaluate information and use the information for program monitoring. (25%)

Cooperation with Partners: Promotes the achievement of CDC influenza program goals in partnership with cooperative agreement recipients, their networks of implementing agencies and persons, other GVN agencies and institutions, U.S. government agencies (e.g. USAID, USDA, NIH) and multinational agencies (e.g., WHO, FAO, UNDP), foreign government programs and NGOs. Principle GVN partnership are with National Institute of Hygiene and Epidemiology (NIHE) and other regional institutes of epidemiology and hygiene, the MOH General Department of Preventive Medicine and Environmental Health (GDPMEH) and its networks of preventive medicine centers. Other VGN partners may include the Ministry of Agriculture and Rural Development (MARD), including the Department of Animal Health, the National Centre for Veterinary Diagnosis, and the National Institute for Veterinary Research. The Influenza Program Officer will provide expert technical assistance for the activities being implemented through the Cooperative Agreements and will serve as liaison between CDC, Vietnam and the Government of Vietnam to facilitate program goals for strengthening communicable disease surveillance and research, especially of influenza, and increases epidemiological and laboratory capacity leading to enhanced ability to carry out disease investigation, rapid response for control and containment of outbreaks. Helps maintain responsible use of USG funds by monitoring and evaluation of project implementation including budgets. Incumbent works with partners to assure appropriate and timely reporting of program activities. Serves as the key contact and liaison between the CDC Influenza office and its Government of Vietnam partners in order to enhance communication and understanding. Identifies and implements ways to work more closely in achieving common goals and resolves routine problems as they may arise. Maintains names and contact information useful in developing participant lists, and serves as a point of contact for persons recruited for training courses and workshops. (15%)

Office Management: Works with and provides advice to CDC office secretarial staff, supports CDC Influenza Program Chief and Staff in the performance of their routine office duties. Develops and keeps files of CDC activities and programs, points of contact, and assists with travel and budget. Participates in scheduled meetings with CDC Influenza Program partners and provides technical background and translation services for national and international meetings, conferences, and documents as required. Participates in conference calls with CDC, Atlanta administrative, managerial and

programmatic staff. Takes notes of meetings and calls, follows up on items as needed and maintains a log of such. Conducts literature and website searches for use in developing and strengthening projects and for obtaining updates on influenza situation in Vietnam, the region, and throughout the world. Assists CDC Program Chief and Staff in preparation of documents and presentations. (15%)

Other: Assists and provides other office works as designated (5%)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Doctorate level degree or equivalent in field of medicine, veterinary medicine, pharmacy, or a public health related field is required.

b. Prior Work Experience:

Minimum of 5 years of work in internationally funded projects. Participation in research, disease surveillance, data management and analysis, and writing of scientific reports are all assets. Knowledge of infectious diseases is required.

c. Post Entry Training

The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures, and regulations that govern.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level III (Good working knowledge) in English is required. Level IV (Fluent) in Vietnamese is also required.

e. Knowledge

Working knowledge of project management and the principles of public health, disease surveillance and investigation, epidemiological approach. Must have familiarity with the health care system in Vietnam and the Ministries of Health and Agriculture, their structure, organization, and politics.

f. Skills and Abilities

Strong interpersonal skills with the ability to develop effective working relationships with international, national, provincial, and local partners. Ability to support logistical arrangements, including coordination of meetings and trainings and workshops when needed. Ability to compile information and write routine and technical reports.

Difficulties arise when U.S.-based contractors/grantees and partners, due to lack of on-the-ground presence, lack of understanding of country/site-specific environmental issues, lack of understanding of cultural norms/language, etc., which can lead to differences in expectations; failure to achieve results as planned; poorer relations between the project partners and; ultimately, a diminished regard for HHS/CDC programming in-country. The incumbent plays a vital role in smoothing out these potential and real problems, requiring considerable diplomacy and creativity to ensure that all parties receive the necessary information, materials, plans, etc.

The incumbent plans many months (six+) in advance, e.g., planning details for programs, conference or workshop, program activities/budget as well as for office budget/funding deadline.

16. POSITION ELEMENTS

a. Supervision Received: General supervision from Influenza Program Chief, the Animal-Human Interface Initiative Chief, and the Director, CDC Program Office, Vietnam.

b. Available Guidelines

CDC Guidelines on funding management, principles and procedures promulgated by national and international bodies must be understood and followed in building cooperation with other organizations/agencies. Guidelines promulgated by the U.S. Embassy must be followed.

c. Exercise of Judgment

Incumbent will exercise a high degree of independent judgment in choosing language, modifying plan, procedure to overcome political, logistical, and technical obstacles with approval of Influenza Program Chief, or the Animal-Human Interface Initiative Chief.

d. Authority to Make Commitments

Limited to entering into discussions with collaborating institutions on potential cooperation and other activities.

e. Nature, Level and Purpose of Contacts

Expected to establish contact and work with national, provincial and local government departments, universities, and other domestic and international governmental and non-governmental public health, environmental agencies, in order to obtain concurrence and cooperation for joint programs/interventions.

f. Supervision Exercised

Provides supportive supervision to CDC Office secretarial staff in their conduct of work for the CDC Influenza Program.

g. Time Required to Perform Full Range of Duties after Entry into the Position

Three months.