

**INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION**

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

1. POST: **Hanoi, Vietnam**      2. AGENCY: **USAID**      3a. POSITION NO : **Vietnam-035**

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND /OR ESTABLISHED AFTER THE "YES" BLOCK.  Yes  No  N/A

4. REASON FOR SUBMISSION  
 a. Reclassification: This position replaces  
 Position(s) No. \_\_\_\_\_, \_\_\_\_\_ (Title), \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)  
 Position(s) No. \_\_\_\_\_, \_\_\_\_\_ (Title), \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)  
 b. New Position: Authorized and approved for PEPFAR focus country by State Dept. Office of the Global Coordinator for HIV/AIDS  
 c. Other (Explain):

5. CLASSIFICATION Action	Position Title and Series Code	Grade	Initials	Date
a. Post Classification Authority OHR/PPIM, USAID/Washington	AID Project Management Specialist (Care/Support), FSN-4005	FSN-11	<i>[Signature]</i>	12/3/11
b. Other N/A				
c. Proposed by Initiating Office: USAID/Vietnam	A.I.D. Development Assistance Specialist, FSN-4005 (HIV/AIDS)	FSN-11		

6. POST TITLE OF POSITION (if different from official title): **HIV/AIDS Care and Treatment Specialist**      7. NAME OF EMPLOYEE

8. OFFICE SECTION: **Office of Health**      c. Third Subdivision: **N/A**

a. First Subdivision: **N/A**      d. Fourth Subdivision: **N/A**

b. Second Subdivision: **N/A**      e. Fifth Subdivision: **N/A**

9. This is a complete and accurate description of the duties and responsibilities of my position.  
 \_\_\_\_\_  
 Typed Name and Signature of Employee      Date

10. This is a complete and accurate description of the duties and responsibilities of this position.  
**Jonathan Ross, Health Office Director**      3/17/10  
 Signature of Supervisor      Date

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.  
*[Signature]*      12/3/11  
 Michael Trott, Executive Officer      Date

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.  
 \_\_\_\_\_  
 Signature of U.S. HR Officer      Date

13. BASIC FUNCTIONS OF POSITION  
  
 See Attachment 1

14. MAJOR DUTIES AND RESPONSIBILITIES  
  
 See Attachment 1      % OF TIME

BACKGROUND INFORMATION:

In June 2004, Vietnam became the 15th focus country under the President's Emergency Plan for AIDS Relief (PEPFAR). Since 2004, USAID support for HIV/AIDS programs has been an integral part of the PEPFAR Vietnam program planned and implemented jointly by five USG Agencies: USAID, CDC, Substance Abuse and Mental Health Services Administration (SAMHSA), DOD and the State Department. In coordination with the other USG entities, USAID supports comprehensive HIV interventions to prevent HIV transmission among most-at-risk populations including injecting drug users (IDU), commercial sex workers (CSW) and men who have sex with men (MSM). Clinical and home based care and treatment initiatives allow partners to extend lives, improve health and increase quality of life for those infected and affected by HIV, including orphans and vulnerable children.

BASIC FUNCTION OF THE POSITION:

The Care and Treatment Specialist will serve as a member of USAID's care and treatment team and provide technical assistance and leadership on HIV care and treatment issues. The incumbent will facilitate coordination and communication among various USG agencies and key partners involved in HIV care and treatment. The incumbent's duties/responsibilities will involve full assistance in consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the HIV/AIDS care and treatment area.

The incumbent will collaborate and coordinate with other USG agencies involved in care and treatment, the donor community, the national governmental and implementing partners on HIV care and treatment issues. S/he will coordinate meetings, assist in monitoring programs on field visits, assist in evaluation of programs, provide technical insight, recommend solutions, and report on USAID-financed HIV/AIDS care and treatment activities.

The Care and Treatment Specialist position is located in the Office of Health, USAID/Vietnam based in Hanoi and will be under the general supervision of the Senior HIV Care and Treatment Advisor. The majority of the incumbent's time will be spent in Hanoi, but travel to the field will be required.

MAJOR DUTIES AND RESPONSIBILITIES:

**A. PROGRAM MANAGEMENT AND TECHNICAL ASSISTANCE: (70%)**

- Serve as an USAID technical expert on care and treatment issues, working closely with the USG PEPFAR team, Government of Vietnam, implementing partners, donors and other key stakeholders.
- Serve as a member on the PEPFAR Inter-agency Care and Treatment Technical Working Group.
- Provide technical assistance to ensure USAID program investments are consistent with Vietnamese and international norms and standards and are synergistic with other investments made by the USG and partnering agencies.

- Meet regularly with USAID partners and key stakeholders to discuss issues related to HIV care and treatment program vision, strategy, design, and development/implementation.
- Assist in program evaluations and/or prepare scopes of work for independent evaluations.
- Assist in the development of sustainability strategies designed to facilitate greater impact of PEPFAR activities.
- Recommend actions to HIV/AIDS partners regarding program activities and follow up on these recommendations to ensure that they are carried out accurately.
- Serve as project manager for HIV care and treatment related activities and assume all project management related duties.
- Provide strategic technical advice for, and prepare portions of, key PEPFAR and USAID planning and budget documents, such as the Country Operational Plan, semi-annual and annual progress reports, and Congressional Notifications.
- Conduct routine project monitoring and evaluation visits.
- Review financial reports from HIV/AIDS program partners, for a FY 2009 \$44 million HIV program, giving particular attention to the data pertaining directly to activity and financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities, need for incremental funding).
- Monitor current public health literature, reports, international guidelines and standards and best practices in HIV care and treatment and provide recommendations in developing innovative approaches on HIV treatment and care, including antiretroviral therapy, treatment and prevention of opportunistic infections and medication assisted therapies.
- Other duties as assigned.

**B. PROGRAM ADMINISTRATION: (15%)**

- Provide oversight and monitoring for technical and financial components of USAID care and treatment activities.
- Review work plans and budget requests for appropriateness.
- Monitor use of funds for adherence to proposed activities
- Conduct pipeline reviews, prepare budget status reports, etc.
- Develop evaluation strategies in order to collect data and prepare reports as required on a timely basis.
- Manage the data collection process, ensuring personal data integrity and security of information in the reporting databases is carefully guarded.
- Prepare briefings for VIP visitors.
- Participate in making arrangements for visits and serve as spokesman as required on matters within his/her technical expertise.

**C. INTERAGENCY COORDINATION: (15%)**

- Represent USAID/Vietnam at technical, policy and strategic planning meetings, including meetings with collaborators, host government and donor agencies related to HIV care and treatment.

- Brief senior agency officials on the results of HIV care and treatment meetings and prepare written reports for submission to other interested parties.
- Represent USAID in discussing and developing financial commitment proposals for care and treatment activities at administrative and strategic planning meetings. This includes all USG agencies (Departments of State, Defense, Center for Disease Control, National Institutes of Health, Substance Abuse and Mental Health Services Administration).
- Liaise with the Government of Vietnam (GVN) and other donors, organizing coordination events in support of PEPFAR activities, participating in meetings, responding to requests for information and assistance from MOH, Ministry of Labor, Invalids and Social Affairs (MOLISA), MOET, WHO, and others.

REQUIRED QUALIFICATIONS:

**a. Education:** Masters Degree in a public health related field such as Medicine, Nursing, Health Sciences and Administration is required.

**b. Prior Work Experience:** The incumbent is required to have worked a minimum of five (5) years in progressively more responsible positions in the field of public health and development with at least three (3) years in oversight, design and implementation of care and treatment programs. Prior work experience with an international organization or donor would be advantageous.

**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: 1) USAID-specific Cognizant Technical Officer responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID-sponsored training in Project Design and Activity Management. In addition, the incumbent will be required to work within the existing office structure. Organized/formal training (both internal & external) may be provided from time to time depending on the availability of Program funds and determined to be in direct support of program activities.

**d. Language Proficiency:** Level IV, strong written and oral proficiency in English is required. Level IV (Native Speaker) in Vietnamese is also required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government health officials at the Senior Minister level and lower; 3) numerous international and local health organizations, donors and other embassies; 4) the USAID-Washington based Global Health Bureau and Asia Near East Bureau; and 5) the general public. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

**e. Knowledge:** A comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS prevention, care, treatment and support programs is required. Knowledge and understanding of the Vietnamese Health Systems and the appropriate government and non-government entities is critical to the successful performance of the duties assigned to this position and therefore, required. In addition, the incumbent should have a good understanding of education on sexual health and human rights as well as policy and advocacy issues.

**f. Skills and Abilities:** Strong oral and written communications skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. The job holder will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in substance abuse and HIV/AIDS care & treatment programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills with interpretation of program monitoring and evaluation of data are required.

**g. Physical Condition:** The incumbent must be in good physical condition, willing and able to travel within Vietnam and regionally by car, boat and plane for extended periods of time, as requested or necessary.

## 16. POSITION ELEMENTS:

**a. Supervision Received:** Work is performed under the general supervision of the Sr. HIV/AIDS Care and Treatment Technical Advisor; the job holder will provide full assistance in consultative, advisory, monitoring, management, data collection and analysis, and evaluation aspects within the substance abuse and care and treatment program areas.

**b. Available Guidelines:** Office of the Global AIDS Coordinator (OGAC) and PEPFAR policies; Mission Strategic Plan, Agency handbooks and regulations, project documents (contracts, cooperative agreements), host government Ministry of Health regulations and technical guidelines.

**c. Exercise of Judgment:** Job holder works with minimum supervision and must exercise wide and independent judgment in interpreting and enforcing guidance and regulations. Must be able to analyze very complex, sensitive issues and make recommendations to senior management. Work is reviewed primarily in terms of results achieved.

**d. Authority to Make Commitments:** The incumbent will have no independent authority to commit U.S. Government (USG) (USAID/Vietnam) funds on behalf of the U.S. Government or the USAID Regional Mission.

**e. Nature, Level and Purpose of Contacts:** Interacts with all levels within USG forum and with host country Ministry of Health officials, all levels of NGO and cooperative partners and medical personnel throughout the country. Frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts for purposes of coordinating and standardizing substance abuse and HIV/AIDS care & treatment programs that achieve results specified in PEPFAR strategic objectives. External contacts are primarily with senior program managers in the MOH, participating cooperative agreement partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS Prevention programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, supply chain managers and pharmacists, NGO directors and other public health professionals for purposes of program evaluation.

**f. Supervision Exercised:** This position is designated as non-supervisory.

**g. Time Required to Perform Full Range of Duties:** The incumbent will be expected to perform this range of activities within 24 months.

**Selection Criteria:**

**Education: 10 points**

Possession of an advanced Degree (Masters, PHD, or MD) in a public health related field such as medicine, nursing, Health Sciences and Administration is highly preferred.

**Relevant Experience: 25 points**

The incumbent is required to have worked a minimum of five (5) years in progressively more responsible positions in the field of public health and development with at least three (3) years in oversight, design and implementation of care and treatment programs. Prior work experience with an international organization or donor would be advantageous.

**Technical Knowledge: 20 points**

A comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS prevention, treatment, and care and support programs is required. Knowledge and understanding of the Vietnamese Health Systems and the appropriate government and non-government entities is critical to the successful performance of the duties assigned to this position and therefore, required. In addition, the incumbent should have a good understanding of education on sexual health and human rights as well as policy and advocacy issues.

**Skills and Abilities: 25 points**

The incumbent is required to be able to: 1) obtain, analyze, and evaluate a variety of data; 2) organize and present technical information in concise written and oral form; 3) plan, develop, manage and evaluate important and complex programs independently; 4) furnish information and advice in assigned areas objectively; 5) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight.

The incumbent must also have the ability to maintain contacts at all levels of the host government(s) (i.e., from the community level to the Ministerial) and with stakeholders in the non-governmental arena in order to explain USAID HIV/AIDS-specific project/program policies, objectives and procedures. In the same vein, the incumbent must be able to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials and Mission Management.

**Communication/Interpersonal Skills: 20 points**

Level IV, strong written and oral proficiency in English is required. Level IV (Native Speaker) in Vietnamese is also required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) Local Government Health Officials at the Senior Minister Level and lower; 3) numerous International and Local Health Organizations, Donors and other Embassies; 4) the USAID-Washington based Global Health Bureau, Asia Near East Bureau; and 5) the general public. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual Technical, Programmatic and Fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

The incumbent must also have excellent interpersonal skills in order to: 1) facilitate productive professional relationships with other members of the USAID team, with USAID/Vietnam's implementing partners, and with national counterparts; 2) work calmly, tactfully and effectively under pressure; 3) demonstrate extreme flexibility; 4) effectively manage more than one activity at a time in the performance of HIV/AIDS Project(s) management; and 4) work effectively as a team member in an established culturally diverse team environment.