INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Hanoi, Vietnam	CDC	CDC-A-36

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. CDC-001 ~~GLOBAL AIDS~~ , Senior Program Mgt Specialist (Title) FSN-550 (Series) 11 (Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Senior Program Mgt Specialist, FSN-550	FSN-11	[signature]	03/22/2010
b. Other				
c. Proposed by Initiating Office	Senior Program Mgt Specialist			

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
None	
8. MISSION U.S. Embassy, Hanoi	b. Second Subdivision
a. First Subdivision Office for U.S. Centers for Disease Control (CDC)	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of Employee / Date(mm-dd-yy)	Typed Name and Signature of Local Supervisor / Date(mm-dd-yy)

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.	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.
Nancy Nay [signature] 03/22/2010	Williette D. Gooding [signature] 03/22/2010
Typed Name and Signature of American Supervisor / Date(mm-dd-yy)	Typed Name and Signature of Human Resources Officer / Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent will serve as the senior FSN leading the U.S. Centers for Disease Control and Prevention (CDC), Vietnam Program Management Branch. In this role, the incumbent will provide senior level leadership and linkages between CDC, Vietnam and the government of Vietnam in order to effectively carry out the day to day management of highly complex nd technically detailed CDC cooperative agreements. In FY 2009, funding for CDC, Vietnam cooperative agreements totaled approximately 24 million USD, with recipients receiving annual funds ranging from 300,000 USD to approximately 15millionUSD. The incumbent will strengthen CDC's overall cooperative agreement management structure, which is highly complex, as it coordinates all activities with CDC Vietnam's technical branches and financial management staff and will be directly responsible for management of two or more cooperative agreements. The incumbent will provide assistance to grantees to improve program and financial management and will monitor, guide and assist grantees in

prioritizing activities based on the CDC and PEPFAR Vietnam goals, priorities and resources. Additionally, the incumbent will monitor cooperative agreements, grants, contracts and other funding mechanisms and coordinate timely action and response to U.S. Government deadlines, assuring that grantees meet program and financial reporting requirements. Incumbent will also support cooperative agreement partners' capacity-building by providing management upport, including specialized assistance and leadership in coordinating indicator reporting from partners to the CDC Vietnam Strategic Information Branch for program annual and semi-annual reporting.

This is the highest ranking senior FSN in the Program Management Branch providing leadership in carrying out the CDC, Global AIDS Program (GAP) objectives through the implementation of cooperative agreements (eight out of the ten are with the government of Vietnam). Incumbent will provide analysis, information, advice, and recommendations, while managing and overseeing activities and personnel to achieve the objectives of the CDC, GAP Vietnam program. As such, the position requires extensive expertise in understanding and effectively interacting with government of Vietnam institutions along with the ability to effectively balance CDC priorities with those of the government of Vietnams.

Incumbent must have the ability to conceptualize, organize and manage complex administrative requirements. S/he will need to work with the U.S. Government and government of Vietnam organizations, and coordinate across CDC technical branches to plan and execute activities to achieve CDC Vietnam goals. This entails relying on knowledge, experience and creativity. This also requires extensive knowledge and understanding of the Vietnam health sector. This is a supervisory position.

14. MAJOR DUTIES AND RESPONSIBILITIES **100% OF TIME**

Provision of senior level leadership, coordinative support and liaison between CDC, Vietnam and the government of Vietnam (30%):

The incumbent in this position will serve as the senior locally employed staff person to provide coordination between CDC, Vietnam and various departments and agencies within government of Vietnam ministries, including the Ministry of Health and the Ministry of Labor, Invalids and Social Affairs (MOLISA). The incumbent will also coordinate with U.S. based organizations in the implementation of U.S. Government cooperative agreements. In FY 2009 funding for CDC, Vietnam cooperative agreements totaled approximately $24million, with recipients ranging from $300,000 to approximately $15million annually. Key responsibilities of this position include:

- Establish and forge effective and close working relationships of mutual trust with MOH , the Vietnam Administrative for AIDS Control, MOLISA, and other local, national and international organizational partners to coordinate and facilitate the development and integration of HIV/AIDS initiatives through U.S. Government funding.
- Work closely with the CDC Country Director and Deputy Director, across all CDC Vietnam branches as well as with CDC Atlanta to facilitate and ensure that activities funded with U.S. Government monies are properly tracked and accounted for.
- Serve as liaison between CDC funded partners (including public sector partners and/or local and international NGOs) and the U.S. Government to facilitate optimal coordination, performance and management including monitoring of progress and use of expenditures for compliance with the approved application and U.S. Government fiscal and reporting requirements.
- Provide senior level technical advice and assistance to CDC funded partners to ensure that cooperative agreement goals and objectives are met. The incumbent must apply a sound understanding of the public health environment in Vietnam to accomplish this.
- Represent CDC Vietnam senior leadership on administrative controls and management issues at meetings with Vietnam Government officials, and officials from U.S. based organizations. This person will serve in a broad advisory capacity by providing consultation and collaboration on programmatic, management and administrative issues. S/he will represent the U.S. Government in meetings and discussions to ensure all stakeholders understand and are in compliance with the terms and conditions set forth in cooperative agreement documentation.
- Provide leadership and direct complex management and operational functions with CDC supported partners to assure the efficiency, effectiveness and conformance with U.S. Government policies for cooperative agreements, grants, contracts and other funding mechanisms. The incumbent must apply a working knowledge of a broad range of applicable laws and regulations (FAR, Federal Appropriations Law, etc.) to verify documents for completeness

and compliance with U.S. Government requirements.

Provision of management and technical support to CDC Vietnam Program Management Branch (40%):

As the senior locally employed staff member in the CDC Program Management Unit, the incumbent serves as the liaison and provides technical and general guidance to recipients of CDC funding (through cooperative agreements and contracts) for their activities, which are highly complex and technically detailed. Specifically the incumbent will:

- Serve as a senior member of the CDC Vietnam Program Management Unit by participating and providing assistance in process management and systems development to manage complex and technically detailed cooperative agreements between the U.S. Government and various government of Vietnam and U.S.-based organizations.
- Develop and manage work tools, including spreadsheets and databases that track the flow of the CDC Vietnam cooperative agreement portfolio. Support the team in developing innovative electronic management systems, senior management.
- Coordinate and assist CDC Vietnam technical staff in reviewing annual funding applications for soundness and technical content assuring that they are in compliance with the PEPFAR Vietnam Annual Country Operation plan and with U.S. Government funding requirements.
- Collaborate with CDC Vietnam financial management staff to provide quality assurance on cooperative agreement annual, semi-annual and quarterly budgets and fund withdrawal requests.
- In collaboration with the CDC Project Officer, monitor grantees' progress in meeting project goals and objectives as they relate to CDC procurements and grants requirements and in accordance with the PEPFAR and CDC Vietnam strategic planning.
- Serve as focal point and liaison between grantees and CDC technical and senior management staff involved in cooperative agreement activities.
- Collaborate with CDC Vietnam Strategic Information branch and grantees by providing leadership in coordinating indicator reporting for annual and semi-annual reporting to the Department of State Office of the Global AIDS Coordinator and CDC Atlanta.
- Collaborate with the CDC Project Officer to provide technical support to strengthen grantee program and financial management capacity to accomplish project goals, and to meet CDC and government of Vietnam requirements for responsible fiscal management, monitoring and reporting.
- Review funding redirection requests and funds drawdown requests to ensure that redirections and use of funds are consistent with planned activities. Works with CDC financial management staff and makes recommendations to CDC Project Officer and technical staff as appropriate.
- Conduct site visits in tandem with CDC technical staff to ensure that financial and management practices are in compliance with HHS procurements and grants policies. Provide assistance as needed.
- Leads and coordinates the preparation and development of cooperative agreement funding opportunity announcements (FOA) grant and contract requests; where appropriate (e.g. for cooperative agreements to sole source recipients), assists in the interpretation of the FOA and the development of the funding request.

Provision of training capacity development activities for CDC grantees and/or CDC staff. (30%):

- Provide training and ongoing support to the CDC Vietnam technical leads on administrative aspects of grants management, particularly in relationship to program management.
- Assist grantees in the establishment of systems for good quality reporting that assure quarterly work plans and reports are submitted to CDC Vietnam in an accurate and timely manner. Assist grantees in developing the capacity to review and evaluate information and use the information for effective program monitoring.

  Working with the CDC technical staff provides assistance to grantees to support efforts to streamline their monitoring and evaluation and other information gathering activities.
- Working with the CDC technical staff, provide assistance to grantees with the submission and technical review of periodic and/or annual work plans and budgets, submission and review of periodic reports, and compliance with USG requirements for cooperative agreements, grants, contracts and/or other funding mechanisms by implementing partners.

Assistance includes bilingual (Vietnamese/English) translation and/or interpretation of these requirements.

- Works with grantees and CDC staff to ensures that program assessments, analyses, and intensive program reviews are conducted for consistency with CDC goals and objectives. Provides formal recommendations to ensure optimum use of resources and changes that will increase the productivity and cost efficiency of activities.

- Prepares or supports the preparation of presentations at provincial, national and international workshops and conferences; develops analytical reports for agency use covering programmatic, management and administrative activities.

Provision of other related support to the Program Management Unit as assigned (10%).

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Advanced degree (MPH) in public health or related field required.

b. Prior Work Experience

Minimum of five years experience in project management, budget and project oversight of large or complex public health projects. Experience with the Vietnam's HIV/AIDS response and knowledge of the related institutional environment is required.

c. Post Entry Training

Incumbent will receive an in-depth orientation to CDC, GAP Vietnam and other PEPFAR, Vietnam partners, including USAID and the U.S. Department of Defense. Incumbent will also receive an orientation to other partner organizations' prevention, care and treatment activities which will enable an understanding of the goals and objectives of the programs and apply appropriate laboratory support strategies and principles. Incumbent will also receive a complete orientation to the CDC, Vietnam – VAAC collaboration and to HIV related activities of other partners.

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

English, (Level 4), Vietnamese, (Level 5) Must be able to translate and interpret complex medical and technical terminology from English to Vietnamese and vice versa. Must be able to prepare oral and written reports in English for senior level international scientific audiences. Must also be able to assist partners in crafting well-written reports and applications in English as required by CDC Atlanta.

e. Knowledge

Broad perspective and thorough knowledge of the principles of management of public health programs and practices. Familiarity with HIV/AIDS programs, PEPFAR, CDC GAP and other related programs and policies.

Knowledge of organizational and operational concepts and practices applied by public, private, or non-profit agencies and organizations engaged in health related endeavors, especially as it relates to public health.

Incumbent must develop an understanding about PEPFAR Vietnam, including how different U.S. Government agencies work together to meet the President's goals and objectives; and about CDC including its mission and operational protocol, including program goals, objectives, principles and priorities. Incumbent will need to understand how the program is operated, areas supported and how these areas can be tailored to fit local need.

Extensive knowledge of and experience with the principles, theories, and practices of USG grant, cooperative agreement and contract regulations and procedures management which enable the incumbent to serve as an authority and consultant to funded partners.

Knowledge of project management tools and techniques to plan, schedule, implement, and evaluate complex programmatic and operational evaluation projects.

f. Skills and Abilities

Ability to devise novel procedures and methods for HIV/AIDS program management and administrative support. Incumbent must also possess the capacity and skills to assess the progress of activities, re-prioritize and strategize as needed.

Able and willing to work closely with Vietnamese collaborators.

Ability to establish effective diplomatic working relationships with individuals and official representatives of public health organizations, particularly those representing host nation Ministries and international donors and other organizations.

Skills necessary to write clear and concise documents, reports, program and policy guidelines, directives, and articles for peer review; skill and ability to clearly deliver oral presentations on programmatic matters.

Demonstrated ability to identify priority actions, generate and complete work plans within short time frames.

16. POSITION ELEMENTS

a. Supervision Received

Incumbent receives broad and general guidance from the CDC Vietnam Deputy Director and is expected to carry out assigned duties and responsibilities in a manner that reflects favorably on the mission and objectives of CDC. Within this framework, incumbent is responsible for planning, coordinating, and conducting assigned activities.

Effectiveness is measured in terms of responsiveness, problem solving abilities, communication skills, ability to maintain and nurture positive working relationships with external and internal organizations involved with cooperative agreements, grants, contracts or other funding mechanisms and fulfilment of PEPFAR objectives.

b. Available Guidelines

Guidelines are available for many of the duties required, and consist of mission statements; reports; cooperative agreement and grant standards, general policy, program reviews, literature and references, PEPFAR and agency regulations. Incumbent monitors these guidelines and uses own judgment to determine areas of need for revision of policies, regulations, and standards or need for specific training activities.

c. Exercise of Judgment

Incumbent exercises a significant degree of independent judgment in deciding the best means to implement PEPFAR, OGAC and CDC policies. Incumbent has the authority to develop and adjust long range strategic plans with senior level officials from relevant Ministries, to counsel and guide them in the setting of priorities necessary to make substantive changes in thinking related to the delivery of project management services. This will require the development of technical and administrative guidance documents by partners that enable them to develop the capacity to manage major public health programs.

d. Authority to Make Commitments

Incumbent is allowed flexibility in making operational decisions, recommendations to solve problems and

directing program activities regarding project and program management, and deciding on ways to make programs more efficient and effective for CDC Vietnam. Incumbent has the responsibility to assure that project activity documentation is accurately written and submitted in a timely manner. Activities include building the capacity to develop budgets and work plans, determine and adjust work priorities, and resolve routine and complex problems for the projects as they arise. Project documents are generally highly technical and critical to the overall process, and require a significant effort to assure the quality of, and progress made in project activities. Incumbent also coordinates relevant programmatic analysis of the projects and makes recommendations regarding management and implementation. Projects supervised include ten cooperative agreements implemented by over 500 collaborating individuals with a total value of approximately $30 million in FY 2009.

e. Nature, Level and Purpose of Contacts

Personal contacts include developing and continuing liaison with CDC and PEPFAR Vietnam technical staff, with CDC Atlanta (Global AIDS Program, Financial Management Office, Procurements and Grants Office, etc.), USAID (Regional and Washington), and the respective staff of partner organizations, universities and international organizations involved with the implementation of cooperative agreement and grants activities.

Working in an international setting requires the ability to work with numerous host country public health leaders in sensitive relationships that are critical to the ability to accomplish CDC goals. A high degree of tact and diplomacy is required to carry out this position.

Contacts are made to exchange ideas, information, and data, to formulate policy, and to develop cooperative efforts and projects. Contacts within PEPFAR and CDC are made to meet the administrative and management responsibilities of the incumbent.

The purpose of contacts is to obtain, clarify or give factual information of a highly technical nature and to plan and coordinate work efforts or resolve problems associated with collaborative projects.

f. Supervision Exercise

Supervise one program management officer.

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

Six months