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	U.S. DHHS	SAMHSA DHHS 001

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. SAMHSA ~~DHHS 001~~ Public Health Specialist (Addiction) (Title) _____ (Series) FSN-12 (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	Public Health Specialist (Addiction)	FSN-12	WDG	09/29/09
b. Other				
c. Proposed by Initiating Office	Public Health Specialist (Addiction)			

6. POST TITLE POSITION (if different from official title) None	7. NAME OF EMPLOYEE
8. MISSION U.S. Embassy, Hanoi	b. Second Subdivision SAMHSA
a. First Subdivision Health and Human Services Office	c. Third Subdivision
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)
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. Kevin Mulvey — Sept 30 2009 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. Williette D. Gooding Typed Name and Signature of Human Resources Officer — Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Job holder is the senior addiction program manager and key public health technical advisor to the Substance Abuse Treatment Advisor in the Health and Human Services Office that is responsible for programs conducted in the area of addiction treatment services. Job holder's responsibilities include an active technical advisory role to the Vietnamese Ministry of Health and implementing partner to ensure a country approach to addiction services is maintained when targeting Vietnam's HIV/AIDS epidemic.

14. MAJOR DUTIES AND RESPONSIBILITIES — 100% OF TIME

- Incumbent provides assistance on a day-to-day basis to program managers in activities related to addiction services, this activity will include steps to manage a national prevention program targeting the Vietnamese MARPS

population, and sites visits.

- Incumbent is responsible for formulating, budget oversight and monitoring review of expenditures and obtaining values for money to coordinating training for various government and non-governmental agencies for addiction prevention – i.e., SAMHSA/PEPFAR workshop budgets (venue, participant attendance, printing, etc.). Each workshop is generally a collaborative even in which costs can range from $5,000-30,000 and this position is responsible for coordinating a minimum of 20 prevention training workshops per year. Total of 100,000 to 240,000 USD.

- Incumbent serves as Activity Manager for grants, contracts, cooperative agreements in collaboration with other PEPFAR implementing agencies. The incumbent drafts as well as provides input into the technical requirements to be included in the statement of work and program announcement. Submits written technical reviews of the applications for funding to the Agency procurement office provides oversight and technical assistance in planning and implementing activities, monitors and evaluates progress in carrying out the activities and meeting stated objectives of the grant, cooperative agreement or contract. Job holder is required to recommend appropriate changes to the work plan as needed, reviews, and recommends action on any requests for additional funds or reprogramming of existing funds. The funds will be from $250,000 up to $1,000,000.

- Incumbent liaises with partners to ensure that activities are cost efficient, follow technical and administrative national standards of practice; carries out needs and performance assessments at the partner level based on established prevention indicators. This is done with an end goal of building national capacity and program integrity within the national approach to the HIV/AIDS epidemic

- Incumbent participates in regular technical and administrative meetings.

- Incumbent conducts, develops, and oversees the delivery of formal training sessions by and for PEPFAR implementing partners, particularly the host country partners on addictive treatment. The incumbent is expected to function or facilitator as needed and assess training needs.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Doctoral Degree - Ph.D, DrPH, MD, (or host country equivalent) in the field of Social Work, Public Health, Nursing, or Medicine or other social science disciplines is required.

b. Prior Work Experience

The incumbent is required to have worked a minimum of five years in progressively more responsible positions in the field of public health and/or development with at least three or more years of this experience with a U.S. Government Agency or other international/local organization or donor. Prior experience and technical or policy related knowledge in some combination of HIV/AIDS, Addictions, health policy, project management is required.

c. Post Entry Training

Membership of a professional body such as Social Work, Public Health, Nursing, or Medicine.

d. Language Proficiency:

Level 4 in Vietnamese and Level 4 in English is required.

e. Knowledge

A comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS, Addictions, STI's, and other infectious diseases of importance to Vietnam, and experience with program/project monitoring and evaluation are required. Knowledge and understanding of Vietnam's health system, especially the public/military health sector, and the appropriate government and non-government entities is critical to the successful performance of the duties assigned to this position and therefore, required. Practical knowledge of health services, health sector reform, and the international/national/local health response in Vietnam is required.

f. Skills and Abilities

Must have the ability to use word processing, excel, power point systems and statistical software. The ability to influence other collaborative organizations engaged in addiction treatment programs to adopt appropriate strategies for

improving the programs for patients is an important skill required for this position.

16. POSITION ELEMENTS

a. Supervision Received

Under direct supervision of the Substance Treatment Advisor. Receives work guidance from the Health and Human Services Attaché on specific projects.

b. Available Guidelines

PEPFAR strategic objectives and operating provisions. Agency operational plans, US Government (including agency, mission and PEPFAR) rules, regulations, policies and technical papers issued both in writing and orally.

c. Exercise of Judgment

Job holder is expected to make independent and professional judgments on the quality and effectiveness methods and techniques used in implementing, analyzing and evaluating results of addiction program activities and operational research projects and to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners, senior level staff of other agencies and the Ministry of Health.

d. Authority to Make Commitments

Position has no authority to make financial commitments; however, in the course of program management responsibilities position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Job holder has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

e. Nature, Level and Purpose of Contacts

Job holder has regular contact with agency acquisitions, financial and other administrative staff for purposes of program financial accountability, travel and coordination of site visits; job holder has regular contact with agency colleagues and other PEPFAR participating agency counterparts for purposes of coordinating support across addiction programs, training, etc. High level internal contacts include the head of agency for purposes of providing information, coordinating and standardizing addiction programs that achieve results specified in PEPFAR strategic objectives. External contacts are with senior program managers in the Vietnamese MOH, participating partners, directors of health institutions such as universities and medical research organizations, NGOs and other program collaborators. Purpose is to stay informed and up-to-date on health matters, especially on addiction programs activities and regulatory changes that could affect the implementation of PEPFAR programs.

f. Supervision Exercised

Position has no direct supervisory responsibilities but has a results-oriented working relationship with minimum ten (10) implementing/cooperating partners, contractor officials.

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

One year