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	Department of Defense	DAO-A-07

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. _____ , _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☑ c. Other (explain) Conversion from position number DAO-N-07-HC

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	HIV/AIDS Prevention Programs Officer (PEPFAR), FSN-501	11	WDG	06-02-09
b. Other				
c. Proposed by Initiating Office	DoD PEPFAR Prevention Program Officer	11		

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. MISSION
U.S. Embassy, Hanoi

a. First Subdivision
Defense Attaché Office (DAO)

b. Second Subdivision
Department of Defense (DoD) PEPFAR

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.

Duong N. Diep 05-27-09

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.

Duong N. Diep 05-27-09

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 06/05/09

Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The Program Officer (PO) will provide technical support to the HIV/AIDS prevention programs implemented by the President's Emergency Plan for AIDS Relief (PEPFAR) through the Department of Defense (DoD) PEPFAR in Vietnam. Reporting to the DoD PEPFAR Program Director, the PO will work within an interagency team to implement PEPFAR prevention programs in Vietnam. The incumbent will be responsible for developing, planning, organizing, implementing, coordinating, and supervising prevention activities supported by DoD PEPFAR in collaboration with the Vietnam Ministry of Defense (MoD), other Vietnam Government Ministries, other U.S. Government (USG) implementing partners, non-governmental organizations (international and local), and/or universities. The incumbent provides technical assistance, management, and oversight of projects as well as partners.

14. MAJOR DUTIES AND RESPONSIBIL. ES 100% OF TIME

a. Develops prevention strategies. Supervises monitors and evaluates program implementations. Identifies program priorities. Works primarily with the MOD, other Vietnam Government Ministries, other USG implementing partners, and other bilateral and multilateral donors to achieve the PEPFAR and DoD goals.

Program functions may include:

I. Leading the implementation of prevention & outreach programs, voluntary counseling and testing.
II. Designing and updating instruments for data collection to monitor & evaluate biological, behavioral and programmatic parameters.
III. Advising and assisting in setting up systems for data collection, data quality, data review, and data analyses.

Activities may include:

I. Technical oversight and regular reporting on all prevention activities. Reporting elements include: partner activities, management and operations issues, clinical issues, program data, and recommendations with timelines. Follow up with MOD, and/or appropriate USG leads on regular basis.
II. Acting and/or coordinating all technical activities related to:
    a. Technical assistance requests from MOD
    b. Following up on on-going activities & relevant issues, and
    c. Communicating with partners and inter-agency technical leads, as appropriate.
III. Developing & coordinating comprehensive annual work-plans with MOD. Updating work-plans quarterly. Outputs include: detailed work-plan and updated reports on activities.
IV. Monitoring and providing technical support to technical staff on prevention activities, as appropriate.
V. Participating in regular technical meeting, and other meetings as assigned.

b. Analyzes program activities and reports findings/analysis for use in program improvement. Translates and verifies translations of protocols and other documents from English to Vietnamese and vice versa.

c. Conducts training sessions for staff and collaborators on issues related to project implementation. Develops and conducts training. Prepares and delivers lectures to medical and lay audiences on topics related to HIV/AIDS prevention programs.

d. Assists the DoD PEPFAR Program Director in the design, implementation, management and evaluation of HIV/AIDS prevention activities in Vietnam. Such efforts will be done in collaboration with the Vietnam MOD, and other collaborating partners in order to ensure program coherent, avoid duplications, and strengthen the overall national HIV/AIDS prevention portfolio.

e. Leads the preparation of HIV/AIDS prevention operational plan (implementation proposals, required program and project reporting, monitoring and evaluation reports and financial summaries) under direction of the DoD PEPFAR Senior Management.

f. Ensures that program assessments, analyses, and intensive program reviews are conducted for consistency with PEPFAR – Vietnam goals and objectives. Reviews and evaluates future technical staff productivity and program cost effectiveness. Provides formal recommendations to ensure optimum use of resources and changes that will increase the productivity of activities.

Supervision Received:

The incumbent will work under the general supervision of the Program Director.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:
Possession of a University/College Degree in the field of Medicine, Nursing, Social Work, Public Health, or Public Management.

b. Prior Work Experience
The incumbent is required to have a minimum of five years experience in progressively more responsibility in the field of public health and/or development, with at least three or more years of experience working with a U.S. Government Agency or other international/local organization or donor. Prior technical experience or knowledge on policies related to HIV/AIDS, health policy, and project management is required.

c. Post Entry Training
The incumbent is expected to possess the necessary technical knowledge & skills required to perform the duties/responsibilities of this position. Post entry training will be focused primarily on DoD established policies, procedures and regulations that govern: 1) Cognizant technical officer responsibilities/duties; 2) activity management and procurement systems; and 3) familiarity with the U.S. foreign assistance and strategic program framework. In addition, the incumbent will be required to work within the existing Viet Nam PEPFAR structure. Formal training (both internal & external) may be provided from time to time depending on the availability of 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. 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) international and local health organizations, donors and other embassies; 4) U.S. DoD agencies; and 5) 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 scientific and professional manner that requiring little or no editorial changes (in English).

e. Knowledge
Must have a comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS, STI's, and other infectious diseases, and experience with program/project monitoring & evaluation. Must have an understanding of Viet Nam's health system, especially the public/military health sector, government entities, and non-government entities. Must have practical knowledge of health services, health sector reform, and the international/national/local health response in Viet Nam.

f. Skills and Abilities
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 organized, prioritize and follow through on all assignments with minimal oversight; 6) type & edit documents accurately; 8) focus on details; and 9) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.)

The incumbent must also have the ability to maintain contacts with host government at all levels (i.e. from the community level to the Ministerial level) and stakeholders in the non-government arena in order to explain PEPFAR policies, objectives, and procedures. In the same vein, the incumbent must be able to transmit and interpret host government and non-governmental sector program-related concerns to senior DoD officials and Mission Management. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislations relating to health development; DoD programming policies/procedures/documentation; and PEPFAR overall objectives & portfolio.

The incumbent must also have excellent interpersonal skills in order to: 1) facilitate productive professional relationships with other members of the DoD, interagen and implementing partners; 2) work calml uctfully and effectively under pressure; 3) effectively manage more than one activity at a time in the management of assigned programs/projects; and 4) work effectively as a team member in a established culturally diverse environment. The incumbent must demonstrate extreme flexibility and willing to travel extensively throughout Vietnam.

16. POSITION ELEMENTS

a. Available Guidelines

The incumbent is required to understand Mission and Agency-specific policies and procedures which govern Project Activity Management in addition to the DoD/Vietnam established administrative operating procedures, policies and formats. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect the overall HIV.AIDS activities, including but not limited to the Mission Orders, Mission Notices, USG Procurement & Regulations, and DoD Program Strategy and Policy Documents. The incumbent is also required to be knowledgeable with Ministry of Health policies and guidelines, international standards and best practices, evolving body of medical and public health research, other USG partner strategies and program guidelines.

In addition, the HIV/AIDS Program Director, DoD/team members, Mission technical support staff, and other technical staff are also available as resources. US Embassy guidelines, particularly for administrative and financial matters, must also be followed.

b. Exercise of Judgment

In instances where written guidelines are not available, the incumbent will use his/her own personal, well-informed judgment in devising innovative approaches to resolve technical, administrative, managerial and/or policy problems. Employee will exercise a significant degree of judgment in modifying planned procedures to overcome political, logistical, and technical obstacles and deciding the best means to achieve work objectives. Supervisor will discuss major strategies and priorities, and employee will exercise initiative and make independent decisions in carrying out work objectives. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with DoD/Vietnam office and Mission office personnel as well as representatives from other donor organizations to secure collaboration and/or resolve problems that arise during the course of work.

In addition, considerable judgment is required in working with officials of the Ministries and the private sector, in overseeing contract activities and coordinating multicultural efforts. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

c. Authority to Make Commitments

Under the direction of the DoD PEPFAR Program Director, employee will have authority to enter into discussions with collaborating institutions on technical assistance, training, and other activities. No authority to commit financial resources to collaborating institutions or outside persons is granted to the incumbent.

d. Nature, Level and Purpose of Contacts

The incumbent will be required to maintain solid working relationships with DoD/Vietnam employees to function effectively. The incumbent will be required to work closely with: DoD/Vietnam staff, U.S. Embassy in Hanoi and U.S. Consular staff in HCMC, national governmental officials (at the senior Level and below – i.e. the Minister of Educations and Secretaries of State) and non-governmental officials (such as Directors of NGO's and community organizations), private sector representatives, and foreign donor institutions (i.e. WHO, DFID, etc.). Frequent contact with senior and mid-level officials of collaborating institutions, universities, and hospitals, in order to obtain concurrence and cooperation for these joint programs/interventions. Other contacts include non-health sector government officials at different levels, staff of local, national, and international non-government organizations, other USG partner staff, and private industry. The established method of communication/contact will be in person, by phone or written communications.

Purposes of contact are for: 1) maintaining open and on-going communication in support of HIV/AIDS issues and timely execution of planned activities; 2) gathering & verifying information/data pertaining to program/project planning, implementation; and monitoring; 3) gathering information for program development with various partners; 4) consulting with partners to strategize objectives, secure cooperation, and resolve problems.

e. Supervision Exercised

This position is designated as technical and non-supervisory. Under the direction of the DoD PEPFAR Program Director, the incumbent will exercise technical leadership and advise the project partners in designing, implementing, and monitoring the bilateral program of assistance.

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

The incumbent will be expected to perform this range of activities within 3 months.