

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Hanoi, Vietnam	2. AGENCY Centers for Disease Control & Prevention	3a. POSITION NO. CDC-A-02
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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: CDC-A-02 Medical Research Scientist (Title) 501 (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	Public Health Specialist (Prevention), FSN-550	12	MTD <i>[Signature]</i>	11/08/10
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Senior Prevention Officer	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy Hanoi	a. First Subdivision General Services Office
b. Second Subdivision	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 <i>[Signature]</i> 11-08-10 Typed Name and Signature of American Supervisor Date (mm-dd-yy)	Maria T. De Veyra <i>[Signature]</i> 11/08/10 Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent of this position is the key public health advisor on prevention to the CDC Vietnam, Global AIDS Program (GAP) Prevention Branch Chief. Position is responsible for the design, implementation, coordination, and evaluation of a broad range of agency-funded HIV prevention program activities and studies required to implement the President's Emergency Plan for AIDS Relief (PEPFAR) in Vietnam. Job holder is the U.S. Government HIV/AIDS Prevention program public health advisor to the host country ministries- including the Ministry of Health as well as the Ministry of Labor, Invalids and Social Affairs- partners, including those funded by the host government or the Global Fund and non-governmental organizations (NGOs) in the implementation of prevention program activities and studies. The incumbent represents CDC Vietnam on HIV Prevention issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Job holder serves as the activity manager for HIV prevention cooperative agreements and coordinates funding, reporting, and administration with the program management (extramural) team to assure projects are conducted and USG funds are appropriately utilized.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

I. Program Management (70%)

Prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with overall program objectives in support of the PEPFAR Prevention Program in Vietnam. Prevention programs include, but are not limited to targeting highly vulnerable populations- including intravenous drug users and their sexual partners, men who have sex with men, commercial sex workers-and harm reduction programs, and counseling and testing. The annual agency budget for HIV/AIDS Prevention programs in Vietnam in fiscal year 2010 is \$5.4 million.

Serves as technical advisor to MOH, MOLISA, and the Vietnam Administration for AIDS Control (VAAC) in strengthening their HIV/AIDS prevention programs, focusing on the complementarity of services provided by USG agencies, cooperative partners, and contractors. Works closely with host government MOH, international organizations, as well as partners funded by the government or Global Fund, and NGOs to influence other collaborative organizations engaged in HIV/AIDS Prevention programs to adopt appropriate, science-based strategies for their program activities.

Provides technical evaluation of all cooperative agreement proposals related to Prevention programs. Works with the CDC Atlanta Procurement and Grants office, CDC GAP Vietnam Program Management Branch and partner representatives to ensure that most current Prevention protocols are included in the signed agreement.

Provides guidance and direction to grantees and program collaborators on management and implementation of cooperative agreement activities to ensure consistency with PEPFAR policies and guidance and host country policy regulations. Participates with partners in the development of work plans for implementation of activities following cooperative agreement awards.

Working closely with host government ministry staff involved in public health programs, private sector providers and implementing partners, incumbent is required to monitor all programs under his/her purview to assure that the specific objectives for the program are achieved and/or appropriate remedial activities are instituted. The position develops program evaluation strategies, methodologies and indicators for monitoring HIV/AIDS, in conjunction with other technical staff in accordance with standard guidelines and protocols. Provides advice and recommendations to CDC GAP Vietnam HIV Prevention Branch Chief in interpreting data on health objectives and indicators related to specific HIV/AIDS Prevention programs.

Provides technical assistance, monitors activities and collaborates with each partner organization on a regular basis to make sure program results are achieved and all Prevention programmatic activities and study protocols meet human subject requirements and pass through ethical review with the appropriate agency authority. This involves regular site visits and meetings with representatives of each organization to review progress. Draws attention to organizational needs such as inadequate medical supplies, equipment, facilities and staffing

Provides updated technical information to partners as it becomes available. Designs practical training courses as required for various target audiences on how to implement, monitor and evaluate HIV/AIDS Prevention programs, use monitoring and evaluation data and report progress to key stakeholders. Conducts on-the-job training sessions to ensure partner staff is up-to-date with Prevention protocols.

Responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on Prevention strategies.

Leads site assessments of PEPFAR Prevention programs carried out by implementing partners of the USG. Collects data and prepares the technical assistance requests to be sent to the US Embassy PEPFAR managing body and designated CDC leaders and develops scopes of work as needed for the requests. Prepares oral and written reports on the progress of program activities. Readers of these reports include agency and post management, other agency PEPFAR officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress.

Reporting responsibilities are monthly, quarterly and annually.

As an advisor for Prevention cooperative agreements, job holder oversees the public health technical aspects in development of the Scope of Work (SOW) and Funding Opportunity Announcement, review of applications, supplemental awards, and requests for extensions. Once implementing agreement is in place, oversees performance of cooperating partners, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

II. Administrative Management (15%)

Incumbent is responsible for providing oversight and monitoring the budgets allocated to Prevention implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, conducting quarterly pipeline reviews/budget status reports, following up on irregular findings, and providing advice for realignments of budgets.

Job holder maintains files and records in the Prevention Office data collection specific to the activities/programs for which incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to HIV/AIDS infection (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all cooperative agreements, research determinations, panels, and awards. Whenever possible these records will be filed electronically and entered into the reference system

Prepares and presents briefings for VIP visitors, participates in making arrangements for visits and serve as spokesman as required on matters within technical expertise. In coordination with the CDC GAP Vietnam Prevention Branch Chief and PEPFAR Country Coordinator, serves as control officer for site visits to prevention program activities by CDC and inter-agency PEPFAR officials

Exercises full supervisory responsibility for three CDC GAP Vietnam Prevention branch staff. Provides work allocation and on-the-job training to six Prevention technical and support staff.

III. Interagency Coordination (15%)

As a regional and international expert on matters pertaining to HIV/AIDS Prevention, job holder represents CDC Vietnam at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

Represents the agency in discussing and developing financial commitment proposals for HIV Prevention programs at administrative and strategic planning meetings. This includes all USG agencies (Departments of State, Defense, and Health and Human Services [including Centers for Disease Control and Prevention and the Health Resources and Services Administration], USAID, and Peace Corps).

Serves as critical member on multiple inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency Prevention activities in Vietnam.

May be required to serve as a member and advisor on PEPFAR and/or national committees for HIV/AIDS Prevention issues. The purpose of these committees is to assess program needs and issues at the local level and communicate these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for HIV Prevention on a national level. Based on information received in the national committees, job holder may recommend revisions to the unit's program policies and guidelines for Prevention.

Serves on intra- and inter-branch PEPFAR projects, frequently taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR tasks, etc. There tend to be 3-4 projects per year where position would take a lead role.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Masters (MPH, MSHP) Degree or host country equivalent in public health, nursing, health policy, public administration, or social sciences is required.

b. Prior Work Experience

Eight years of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other public health programs that involve coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level with one staff is required.

c. Post Entry Training

Professional seminars to expand knowledge, skills and abilities in HIV/AIDS prevention, counseling and testing, behavior change, program evaluation, practices, procedures, and administrative and fiscal management. PEPFAR and agency-specific training in approaches to program design, implementation and reporting. CDC-specific leadership development training, and COTR/CTO or Project Management of grants/cooperative agreements training are required.

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

Level IV (fluent – speaking/reading/writing English is required.

Level IV (fluent-speaking/reading/writing Vietnamese is required.

e. Knowledge

Comprehensive knowledge and experience in HIV/AIDS Prevention, including outreach programs, counseling and testing, accessing vulnerable populations, harm reduction (including Medication-assisted Treatment), behavior change, and study design, is required. Detailed knowledge of U.S. government public health programs and strategies is required. A detailed knowledge of the range of prevention programs, policies, regulations and precedents applicable to development and administration of national/international public health prevention program is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

f. Skills and Abilities

Comprehensive knowledge and experience in HIV/AIDS prevention is required. Thorough public health knowledge of current HIV/AIDS issues is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Detailed working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of prevention programs is required. Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners are required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of cooperative agreements is required. The ability to lead results-driven project teams and workgroups is required. Intermediate user level of word processing, spreadsheets and databases is required. Numerical skills for data analysis are required.

16. POSITION ELEMENTS

a. Supervision Received

Directly supervised by the CDC GAP Vietnam Prevention Branch Chief.

b. Supervision Exercised

Exercises full supervisory responsibility for three CDC GAP Vietnam Prevention Branch LES staff, including

trained experts in working with vulnerable populations, addictions and counseling and testing; provides work guidance to six (incl. 2 technical staff in HCMC and 1 admin in Hanoi) Prevention technical and support staff; has a results-oriented working relationship with 4-5 cooperative agreement and approximately 20 host country employees.

c. Available Guidelines

International standards for public health care, standardized curricula, CDC directives, regulations, policies, MOH regulations/policies, acquisitions regulations as appropriate.

d. Exercise of Judgment

Required to make independent and professional judgments on the quality and effectiveness of HIV/AIDS prevention programs. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of the US, senior level staff of other agencies and the Ministry of Health.

e. Authority to Make Commitments

Position has no authority to make financial commitments; however, in the course of program management responsibilities position has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

f. Nature, Level and Purpose of Contacts

Frequent internal high-level contact with other agency PEPFAR counterparts and CDC counterparts in complementing HIV/AIDS programs to coordinate and standardize prevention programs that achieve results specified in PEPFAR strategic objectives. External contacts are with senior medical personnel and 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, NGO directors and other public health professionals for purposes of program evaluation.

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

One year.