

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST U. S. Embassy, Kampala	2. AGENCY CDC	3a. POSITION NO.
--	-------------------------	-------------------------

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)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office CDC GAP Uganda	Epidemiologist	11		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
--	----------------------------

8. MISSION U.S. Embassy, Kampala	b. Second Subdivision EPIDEMIOLOGY BRANCH
a. First Subdivision CDC GAP Uganda	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.

JENNIFER GALBRAITH

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.

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent, under the supervision of the Team Lead for Surveillance, Surveys and Implementation Science Team in the Strategic Information Branch, Division of Global HIV/AIDS and TB (DGHT), CDC Uganda, provides support to the President's Emergency Plan for AIDS Relief (PEPFAR), contributing technical advice and guidance in the planning, implementation and monitoring of HIV/AIDS epidemiologic studies, implementation science and targeted evaluation projects in Uganda. The incumbent serves as CDC technical and scientific advisor to the Ugandan Government, providing leadership, technical guidance and scientific quality enhancement for CDC-supported HIV/AIDS epidemiologic, surveillance and related research operational studies in Uganda. The incumbent assists in developing research study protocols, provides guidance in implementation of studies, monitors progress of research projects and provides oversight and technical assistance in analyzing study results. The individual serves as a primary contributor to the planning, development, and review of implementation science components of the annual Country Operational Plan (COP) for Uganda. The incumbent ensures collaboration among PEPFAR Uganda partners involved in HIV/AIDS implementation science projects and activities and takes the lead in promoting use of internationally recognized best practices in support of research components of PEPFAR sponsored programs in Uganda. The incumbent further identifies training needs, coordinates training and conducts formal training sessions for partners involved in implementation science studies.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

As a recognized expert in the epidemiology of HIV infection, the incumbent provides scientific and technical advice and consultation in the planning, implementation, monitoring and evaluation of HIV epidemiologic studies, implementation science studies and targeted evaluations. The incumbent collaborates with other PEPFAR agencies and assists the Ugandan government and implementing partners in the development of research protocols, implementing studies, and evaluating the impact of study findings. The incumbent represents CDC to the Ugandan government on HIV implementation science issues and serves as a CDC representative on USG technical working groups including sometimes chairing the working group. In collaboration with other USG partners, compiles and edits implementation science activities for the COP. Participates in reviews of the plan and recommends revisions as needed. Ensures that proposed activities are within the scope of the PEPFAR Strategy and provides technical assistance to ensure that the partner will reach overall goals and objectives of PEPFAR. **(40%)**

Incumbent conducts site assessments of progress in implementing CDC HIV implementation science projects carried out by implementing partners of the USG. Provides guidance and technical assistance to partner staff leading research projects and implementing staff to enhance staff skills and maintain quality standards for research studies and projects. Monitors and evaluates progress of projects, identifying scientific, personnel, logistical, and financial problems and makes revisions or takes remedial action as necessary to overcome obstacles and constraints to progress. Identifies training needs, coordinates training and conducts formal training sessions and workshops for implementing partner staff participating in epidemiologic studies and implementation science projects. Leads meetings and roundtable discussions related to epidemiologic studies and implementation science projects. **(25%)**

The incumbent conceives and develops research evaluation strategies and methodologies. Provides assistance to Informatics staff in developing appropriate data management systems to capture research data and findings and provides assistance to the implementing partners in analyzing and interpreting data and measuring the impact of research findings and results. Oversees the management of multiple large research data files, including ensuring the confidentiality of data maintained in the files. Prepares regular and frequent oral and written reports to the CDC DGHT Country Director and Strategic Information Branch Chief, and the USG PEPFAR interagency management team on the progress of PEPFAR **(25%)**

HIV/AIDS implementation science projects. Writes reports on research results and findings for presentation at national and international conferences and meetings. Assists the Ugandan government and partners and other donors with the planning and coordination of national and regional conferences, meetings, and workshops on HIV implementation science projects.

Responds to requests from NGOs, health care organizations, and medical professionals for information and technical assistance on HIV implementation science projects and issues. **(25%)**

The incumbent prepares advanced statistical reports, graphs, charts, tables and narrative material to be used in publishing the results of studies and in giving oral presentations. Independently defines input and output requirements, editing procedures and maintenance routines to insure data quality. Requires knowledge of the capabilities of SAS, EPIINFO, STATA or spreadsheet and data base software. Critiques/reviews scientific reports, papers, and presentations for the purpose of improving their quality as related to their statistical and epidemiologic content. **(10%)**

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Graduation from an accredited university with a master's level degree in epidemiology, public health, medicine, behavioral or social science, statistics, health science, or strongly related discipline.

b. Prior Work Experience

A minimum of five years of progressively responsible work experience in epidemiology and/or public health programs, including a minimum of 3 years experience in HIV/AIDS which includes analysis of epidemiologic data and/or research studies. Past experience will demonstrate the incumbent's ability to consult and collaborate effectively with all levels both within and outside the agency.

c. Post Entry Training

Specific job-related training will be provided through formal training in CDC-sponsored courses and through other specialized training, as appropriate, to enable the incumbent to perform his/her duties in accordance with CDC and US Government policies, rules and regulations.

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

Level IV English (fluency in both written and oral) is required. Incumbent must be able to compose complex and highly complex written documents.

e. Knowledge

The incumbent serves as a recognized regional expert on the epidemiology of HIV infection with a comprehensive knowledge of the methods, principles and techniques used in developing, implementing and analyzing results of epidemiological studies and projects. The job holder must have a detailed and broad knowledge of the host country operational environment, including a working knowledge of the structure and operations of the MOH, the environment for health care delivery at the national, and district level in Uganda.

f. Skills and Abilities

Skill in providing technical expertise and guidance in the development, implementation and evaluation of epidemiological studies and projects and the analysis of epidemiologic data and data collected from program results and implementation science studies. Ability to develop effective working relationships with national and international working partners. The incumbent will be expected to exercise considerable ingenuity in applying guidelines to unique and different settings. As a representative for CDC DGHT Uganda, the incumbent will also be expected to exercise considerable innovation during his/her attempts to influence other collaborative organizations engaged in HIV/AIDS prevention, care and treatment programs to adopt appropriate strategies for conducting epidemiological projects and studies. Incumbent must have computer skills and the ability to use office software packages, including word processing, spreadsheets, and basic statistical software packages.

16. POSITION ELEMENTS

a. Supervision Received

The incumbent is supervised by the respective Surveillance, Surveys and Implementation Science Team Lead under the Strategic Information Branch Chief, who gives general guidance and direction and assigns projects and specific tasks. However, as an expert in the field of epidemiology, the incumbent will be expected to function with minimal technical supervision. Completion of tasks and assignments will be reviewed regularly through accomplishments and required written reports and oral progress reports.

b. Available Guidelines

CDC DGHT Uganda and MOH rules, regulations, and policies issued both in writing and orally as well as technical publications. Frequently the incumbent will apply these guidelines and principles independently as circumstances may dictate.

c. Exercise of Judgment

Incumbent will be expected to make independent and sound judgments on the quality and effectiveness of epidemiologic principles, methods and techniques used in implementing, analyzing and evaluating results of CDC program activities and operational research projects. The job holder will also use sound judgment in developing and maintaining effective working relationships with Government of Uganda and other collaborating partners.

d. Authority to Make Commitments

The position represents CDC Uganda with authority to act on issues related to technical assistance in area of expertise with the exception of signatory authority to commit USG funds.

e. Nature, Level and Purpose of Contacts

Contacts are with CDC staff, program and data managers in the MOH and other implementing program collaborators. The purpose of these contacts is to stimulate and support the technical quality of epidemiologic principles and methods used in CDC supported activities and projects, develop collaborations, provide consultations and build evaluation capacity for studies and projects.

f. Supervision Exercised

This position does not have formal supervisory responsibilities. The employee will be expected to occasionally provide work allocations to support staff and give guidance to team members.

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

The incumbent will have one year to adequately perform the full range of duties expected of the position. However, he/she should be able to assume the major duties of the position after a brief orientation and introduction to PEPFAR, CDC and MOH staff, and policies and procedures.

OF 298 (08-2001)