13. BASIC FUNCTION OF POSITION

The position will serve as U.S. government Global Fund focal point and advisor and will provide high level leadership and support to U.S. government engagement in Global Fund. The position will advise and counsel the U.S. Government on its investment in HIV/AIDS, TB and Malaria programming in Uganda, ensuring harmonization and coordination with the PEPFAR program goals. The position will be located within the PEPFAR Coordination Office and will report to the PEPFAR Coordinator and the Deputy PEPFAR Coordinator, when the coordinator is on leave or away from the office.

14. MAJOR DUTIES AND RESPONSIBILITIES

The position will serve as U.S. government Global Fund focal point and advisor and will provide high level leadership and support to U.S. government engagement in Global Fund. The position will advise and counsel the U.S. Government on its investment in HIV/AIDS, TB and Malaria programming in Uganda, ensuring harmonization and coordination with the PEPFAR program goals. The position will be located within the PEPFAR Coordination Office and will report to the PEPFAR Coordinator and the Deputy PEPFAR Coordinator, when the coordinator is on leave or away from the office.
a) Program Management and Advisory Services (40%)

- Provide advice and counsel to USG interagency leaders in-country (e.g., Department of State, USAID, CDC, Peace Corps, DOD), with an emphasis on PEPFAR, in the governance, implementation and monitoring of the Global Fund investment portfolio. This includes Global Fund policy updates, delegation announcements, and matters arising from the CCM;
- Develop and manage a pre-meeting forum for USG strategic position development before key CCM Board and committee meetings;
- Facilitate interagency contribution to and clearance of information about PEPFAR and USG investments and strategy through interagency decision meetings, to share with CCM and Principal Recipients as relevant to maximize complementarity of resources and avoid duplication;
- Represent PEPFAR/Uganda in relevant donor coordination fora when needed, including the AIDS and Health Development Partners to support information sharing and strategic coordination with other health donor efforts;
- Lead development of GF and multilateral-related Front Office communications (e.g., Information and Decision Memoranda, Talking Points, Public Remarks, Meeting Briefs, etc.). This writing requires understanding issues of strategic interest to USG bilateral programs and the ability to communicate the issues coherently and cohesively.
- Liaise with S/GAC Multilateral Diplomacy Team, PMI headquarters Global Fund Advisor, and PEPFAR Global Fund Attaché based in Geneva, Switzerland to coordinate communication among all parties. Attend monthly calls led by the S/GAC Multilateral Diplomacy Team and facilitate interagency communication, and when appropriate, participation;
- In the absence of the Coordinator and Deputy Coordinator, represent PEPFAR Coordination Office in GF related donor coordination fora, including the HDG and HADG, and appraise USG agencies of relevant developments.

b) Coordination and Oversight (40%)

- Establish and maintain strong working relations with leading entities in the national HIV response (Ministry of Health, National AIDS Commission, Civil Society Organizations, etc.), the National Malaria Control Program, the Global Fund Portfolio Manager and Country Team (based in Geneva), the Program Implementation Unit, the Country Coordination Mechanism, and the Local Fund Agent, among others, to monitor funding request processes, grant implementation, funding disbursements, absorption, and reporting;
- Actively engage in Global Fund grant governance, oversight, and implementation to promote alignment and complementarity with USG investments, in coordination with interagency USG committee representatives. Serve as CCM Ex Officio member of the CCM board when delegated by the PEPFAR Coordinator;
- Develop and implement a knowledge management system to archive and facilitate USG interagency dissemination of and access to meeting minutes, key decisions, and CCM documents (site visit reports and trends, policies, management directives) as well as current Global Fund related USG policy;
- Negotiate complex political situations and identify potential policy and technical solutions to implementation bottlenecks. Facilitate implementation of these solutions with interagency USG technical staff and/or leadership;
- Support Global Fund Funding Request development and related processes in coordination with USG interagency leaders in-country. This support includes keeping the U.S. Embassy’s Front Office up-to-date on the progress of existing and emerging investments, primarily through the Global Fund. Communicate regularly with Global Fund Country Team, Local Fund Agent, Program Implementation Unit and key focal points for other multilateral and bilateral institutions as relevant to share information and discuss issues related to implementation that may impact results in coordination with interagency USG representatives.
- Participate in site visits, monitoring activities, and share observations/findings with the USG interagency and other key stakeholders.

c) Communication and Reporting (20%)

- Communicate and regularly share information with USG interagency technical focal points in country for malaria, supply chain and other health systems strengthening to promote alignment and complementarity between USG and multilateral investments, including regularly, timely sharing of information with USG stakeholders on CCM meetings and emerging issues.
- Participate in periodic PEPFAR ITT meetings to share GF-related updates, and coordinate across technical areas of complementarity with technical leads in HIV, TB and HSS.
- Serve as Acting PEPFAR Coordinator and/or Deputy Coordinator in their absence for work-related travel and personal leave.
- Provide leadership and interagency support in coordination and documentation of Global Fund inputs for HIV,
Malaria and TB for the development of PEPFAR quarterly and annual planning and reporting requirements, such as the Country Operational Plan and quarterly POART engagements with the Office of the Global AIDS Coordinator (S/GAC).

**Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

   a. **Education:** A Master’s degree from an accredited institution in public health, epidemiology, demography or business administration is required.

   b. **Prior Work Experience:** Minimum of five years of professional experience in international public health or public policy in a health programming context with demonstrated progressive increasing responsibility is required. At least three years of those years must be related to technical monitoring and evaluation of HIV/AIDS programs, working for or with relevant multilaterals such as WHO, UNAIDS, UNFPA, including Global Fund is required.

   c. **Post Entry Training:** PEPFAR COP guidance and technical considerations training webinars, US Embassy Kampala Public Diplomacy and Communications orientation, CDC or US State Department annual Security Awareness Training, US Federal Acquisition Law, Annual Federal Records Management, Annual Ethics Training, and International Project Officer training if not already completed. Global Fund CCM orientation. Course duration does not exceed one month each.

   d. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level and specialization) Level IV (Fluent) speaking/reading/writing English is required.

   e. **Job Knowledge:** Must possess knowledge of the basic theories and concepts of epidemiology, infectious diseases and HIV/AIDS and TB that enables employee to serve as a USG representative and active liaison to GF Geneva-based team and CCM is required. Knowledge in the principles and processes in design, development and implementation of formal knowledge management systems (KMS) and/or formal communications plan (utilizing methods and tools such as: excel Gantt charts, email, cloud archiving, in-person meetings, PowerPoint, WhatsApp) is required. Incumbent is Post's global fund investment expert as s/he provides advice and counsel to USG interagency leaders in-country (e.g., Department of State, USAID, CDC, Peace Corps, DOD), with an emphasis on PEPFAR, in the governance, implementation and monitoring of the Global Fund investment portfolio. This includes Global Fund policy updates, delegation announcements, and matters arising from the CCM. Knowledge of the basic structure and purpose of the Global Fund as an organization and general roles of a country coordinating mechanism is required.

   f. **Skills and Abilities:** The incumbent is required to have skills in multilateral diplomacy, policy and implementation and knowledge of the Global Fund and other multilateral entities working in the public health sector in Uganda. Excellent interpersonal, collaborative, facilitation and teambuilding skills is required. The position requires well-developed oral communication skills to effectively communicate routine and complex information regarding PEPFAR programs and Global Fund programs to a variety of audiences. Must be able to maintain good working relationships with host country counterparts and partners is required. Basic financial knowledge and ability to use complex spreadsheet and pivot tables to understand the Global Fund grant financial performance is required. Demonstrated ability to work independently, take initiative and negotiate complex relationships with numerous stakeholders at technical, administrative and senior leadership levels of the interagency USG, plus private sector, civil society, academia, and host government membership constituting the CCM board is required.

16. POSITION ELEMENTS
a. **Supervision Received:** Work will be supervised by the PEPFAR Country Coordinator who will provide guidance on USG and PEPFAR strategic, management and administrative requirements.

b. **Supervision Exercised:**
   None (non-supervisory position)

c. **Available Guidelines:**
   Using Uganda GF grant documents and CCM goals, objectives and policy statements, the incumbent must exercise considerable judgment in interpreting and recommending potential improved efficiencies for CCM guideline and Secretariat standard operating procedure updates, as these may be inadequate for treating difficult and unusual problems, issues and questions that arise in the course of CCM ongoing work. Incumbent will also receive PEPFAR COP guidance documents, PMI strategy and Malaria Operations Plan (MOP), Uganda National Tuberculosis and Leprosy plan, Uganda National Health Strategic Plan, US Mission Uganda Country Development Cooperation Strategy (CDCS), and other USG new employee orientation documents.

d. **Exercise of Judgment:**
   Exercises high level of judgment in making rapid and urgent decisions at the CCM, Global Fund secretariat and during oversight field meetings

e. **Authority to Make Commitments:**
   Incumbent mobilizes interagency human resource commitments to GF CCM work priorities, such as requesting technical staff from USG agencies in country for grant writing and site assessment visits, but is not directly responsible for supervising those staff. The incumbent has the authority to communicate previously agreed-upon budgets in the absence of the PEPFAR Coordinator but does not independently make commitments of financial resources.

f. **Nature, Level, and Purpose of Contacts:**
   Contacts are with interagency local and American technical and health program leadership at US Embassy Kampala (CDC, USAID, DOD, DOS, Department of the Treasury, Peace Corps), program leadership level host country government officials (MOH, MOFPED, MOLG, MOGLSD), nationally recognized scientists, executive directors and staff of numerous public and private groups that influence health (HIV, malaria, TB) programming at local, national and international levels. The purpose of these contacts is to facilitate effective USG coordination and communication on Global Fund grant planning and implementation oversight. Maintaining executive level and public affairs US embassy contacts is required to support the PEPFAR Coordination Office and Interagency Health Team (IAHT) contributions to US Mission health diplomacy and communications initiatives.

g. **Time Expected to Reach Full Performance Level:** 52 weeks