

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Kampala	2. AGENCY STATE	3a. POSITION NO.
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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)	(Title)	(Series)	(Grade)
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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	Public Health Specialist (M&E); 550	FSN-11	On behalf of HR/OE:WHB AFRC:	10/30/19
c. Proposed by Initiating Office	PEPFAR Senior Strategic Information Technical Advisor			

6. POST TITLE POSITION (if different from official title)
PEPFAR Senior Strategic Information Technical Advisor

7. NAME OF EMPLOYEE
Vacant

8. OFFICE/SECTION

a. First Subdivision

b. Second Subdivision
PEPFAR Coordination Office

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.

Vacant

Typed Name and Signature of Employee Date

Typed Name and Signature of Supervisor Date

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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or Agency Head

Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The Senior Presidential Emergency Plan for AIDS Relief (PEPFAR) Strategic Information (SI) Technical Advisor (Senior Advisor) is the lead member of the PEPFAR Interagency SI Team and serves as the principle field counterpart to the Office of Global AIDS Coordinator (OGAC)-based PEPFAR Program Manager (PPM) who is the sole OGAC representative supporting the USG team on both SI and management issues. S/he will be responsible for providing technical guidance to the USG's PEPFAR SI activities including surveillance and surveys, monitoring and evaluation (M&E), targeted evaluations, information systems, and relating data to program planning.

The Senior Advisor will serve as the key M&E expert and primary contact for M&E strategies and implementation for Uganda's PEPFAR programs, as well as oversight for development of protocols for public health evaluations (operational research projects), impact evaluations and M&E systems in Uganda.

The Senior Advisor will also provide leadership and direct high quality technical expertise to USG PEPFAR team in Uganda, comprising five (5) U.S. Government agencies, in the development and implementation of SI systems to meet the needs of PEPFAR's support to Uganda's national HIV and AIDS program, and will also serve as a primary SI technical advisor to PEPFAR/Uganda's implementing partners. Position is supervised by the PEPFAR Uganda Country Coordinator.

14. MAJOR DUTIES AND RESPONSIBILITIES

The Senior Strategic Information Advisor will be responsible for:

1. Strategic leadership for PEPFAR Uganda overall strategic information program (50%)
 - Leading the Strategic Information Technical Team as part of the PEPFAR Governance Structure and Serving as the primary lead and working closely with USG Country PEPFAR SI Team members to ensure systems are in place for partners receiving PEPFAR funding to plan and monitor programs for PEPFAR requirements.
 - Represent the USG at the national M&E TWG and liaising with international partners to ensure effective exchange of SI; guiding USG technical support to national data systems and generating accurate data analyses and reports to inform national policy, as required.
 - Facilitating the work of the SI team with the in-country implementing partners to ensure PEPFAR requirements are met on a timely basis. Related activities include reviews of guidance documents, PEPFAR targets for the annual COP, quarterly progress reports, and TWG sessions to analyze progress against targets.
 - Assisting the PEPFAR Uganda Country Coordinator to identify and communicate SI issues, challenges, and policy questions to the GOU, Department of State and Country Team for response and plan of action. Providing advice to the Country Team and Executive Council as needed.
 - Coordinating responses to ad hoc SI requests from OGAC TWGs. Serving as the principal field counterpart to the Headquarters SI Advisor and lead development of country responses on SI queries from the Headquarters SI Advisor, Core Team and OGAC.
 - Liaising with Public Affairs Service and other Embassy groups to ensure PEPFAR and other relevant program data are consistently and correctly used for external communications such as Fact Sheets, press releases, etc.
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 - Ensuring that all USG agencies and partners involved in data collection, analysis and reporting have a common understanding of PEPFAR's M&E requirements
2. Coordinating all PEPFAR data collection activities across agencies and with Office of Global AIDS Coordinator, Washington DOS: (40%)
 - Designing training, managing and delivering training to partners and USG staff in the use of the both the PEPFAR Records and Organization Management Information System (PROMIS) and Data for Accountability, Transparency, and Impact (DATIM4U) systems; liaising with the PROMIS and DATIM technical support teams in the US to provide technical oversight for reporting and evaluation of expenditures and results; facilitating dissemination of findings; ensuring reporting requirements are met; and identifying areas for further study to inform PEPFAR and national programming.

PROMIS is a web based system that allows for implementing partners to directly upload their financial and programmatic data.

ii. DATIM is a web based system, powered by DHIS2, which allows implementing partners and USG country teams to collect targets and results data for PEPFAR indicators at all necessary levels of granularity, including at the facility and community levels.

- Acting as the lead in organizing and coordinating M&E-related and other SI-related processes required for the development of the annual Uganda Country Operational Plan (COP), including development/coordination of target setting tools, and providing technical guidance and vision for the SI needs in Uganda.
 - Serving as the primary lead in the development and submission of the PEPFAR indicators for quarterly monitoring and reporting to OGAC; coordinating and liaising with implementing partners and agency SI counterparts to ensure timely and accurate reporting of quarterly monitoring and reporting data in DATIM and FACTS Info.
3. Training, mentoring and building capacity across USG, Implementing Partners (10%)
- Working with USG Country PEPFAR SI Team members to build implementing partner capacity and government partner capacity to respond to planning and reporting requirements; reviewing and assessing the targets set by partners; tracking the progress of results achieved by all partners against their targets; tracking overall progress in achieving PEPFAR goals, and, when needed, recommending adapting targets to be consistent with appropriated budgets, country constraints, and new opportunities.
 - Providing SI technical assistance to the interagency technical team (ITT) and technical workgroups, implementing partners, and GOU counterparts to ensure that the portfolio of program activities contributes to the national HIV/AIDS strategic goals and targets. This will include robust coordination with the MOH Department of HIV/AIDS quarterly monitoring and data collection process.

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:

Master's degree in public health, public policy, epidemiology, demography, social or behavior science is required.

b. Prior Work Experience:

Minimum 5 years' experience implementing monitoring systems, designing, conducting and managing evaluations and M&E programs for both international and local organizations is required and 2 years of managerial experience in an international or resource challenged setting.

c. Post Entry Training: Training will include on the job training in the PEPFAR related data systems, orientation in PEPFAR procedures.

d. Language Proficiency: Level IV (Fluent) reading/writing/speaking of English is required.

e. Job Knowledge:

Advanced knowledge of monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and data use is required. Good knowledge of data management processes and tools, including web-based database systems required.

Experience managing data, information, and evaluations on large-scale health or HIV/AIDS activities required.

In-depth knowledge of best practices in M&E and SI required.

Knowledge of or experience working with HIV/AIDS programming required

Knowledge of HIV/AIDS or other public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of HIV/AIDS programs required.

Working knowledge of HIV/AIDS and/or other public health issues is essential and such knowledge within the Uganda context required.

Knowledge of the objectives and operations of the USG, or the program activities of other international donor organizations required.

Working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants required.

f. Skills and Abilities:

Detail oriented person; ability to work independently and organize tasks taking time constraints into account. Demonstrated ability to work effectively as a member of a diverse team of professionals; consensus-building skills. Excellent interpersonal skills and team orientation. Excellent written and oral communication skills. Ability to travel locally and internationally. Working knowledge of Microsoft Excel, Microsoft Word and other Microsoft Office Suites required; and management systems such as DATIM and HYBRID.

16. POSITION ELEMENTS

a. Supervision Received:

Reports to the PEPFAR Uganda Country Coordinator and works in close collaboration with the Deputy Coordinator

b. Supervision Exercised:

The incumbent will supervise the SI Liaison Officer who works in the PEPFAR Coordination Office.

c. Available Guidelines:

Written and oral guidelines are available in the form of general Guidance from OGAC and in country procedures

d. Exercise of Judgment:

Job holder must exercise exceptional, independent and professional judgment and tact when communicating with a variety of stakeholders such as USG, GoU, other stakeholders and Implementing Partners

e. 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. Job holder 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: The incumbent would engage frequently with senior strategic information leadership (and programme leadership) at the Ministry of Health and other GOU entities on technical issues for sustainable and quality SI systems. The incumbent may also interact with counterparts in other bilateral and multilateral development partners, senior leadership in USG PEPFAR implementing partner organizations to ensure PEPFAR goals in SI are accomplished and timelines are met.

Internal contacts include PEPFAR, USAID, CDC, DOD, State, Peace Corps, Office of Global AIDS coordinator (DOS).

External contacts include GoU, PEPFAR implementing partners and multilateral SI/M&E.

g. Time Expected to Reach Full Performance Level:

Six Months