

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION ^{x1}

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

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO. 97-879-003
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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)

- b. New Position
 c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	PEPFAR SMALL GRANTS COORDINATOR	FP 6		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. EMBASSY KAMPALA	a. First Subdivision PEPFAR Coordination Office
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b. Second Subdivision	c. Third Subdivision N/A
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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.
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Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____	Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) _____
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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.
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Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____	Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____
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13. BASIC FUNCTION OF POSITION
 Incumbent is responsible, under the direct supervision of the Deputy PEPFAR Country Coordinator, for the management and implementation of the Embassy's Community Grants for HIV/AIDS under PEPFAR. Assist PEPFAR Coordination Office with administrative duties

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

The coordinator's primary responsibility is management of PEPFAR community grants for HIV/AIDS Incumbent will also solicit applications from potential grantees when opportunities present themselves that fulfill the goals and objectives of the program.

Program Management (60%)

-- Identify and visit potential and ongoing projects throughout Uganda. This may involve substantial travel by road, including overnight trips. Serving as point person for and accompanying COM/PEPFAR Country Coordinator for travel to inaugurate completed projects is also necessary, requiring advance coordination internally as well as with key district officials.

-- Draft project agreements and ensure that implementation is handled in accordance with U.S Government guidelines.

-- Maintain clear financial controls over approved projects and programs according to U.S. Government regulations, ensuring that funds are dispersed for the purposes intended. This involves frequent communication with grantees and the Embassy's Financial Management Office.

--Draft reporting cables and funding requests as required to be cleared by the deputy coordinator. Work with PEPFAR interagency strategic information team to submit required quarterly data reporting.

-- Maintain correspondence with applicants and grantees as required.

-- Prepare and maintain spreadsheets and reports to include details of status of all projects under the three grant programs.

COP Development Support (30%)

-- Assist the Deputy PEPFAR Coordinator with the Country Operational Plan (COP) development process (including but not limited to developing planning schedules, timelines, assignment lists, and databases that track the COP development process).

PCO Administrative Support (10%)

-- Serve as the back-up for the PEPFAR Program Assistant position, in the incumbent's absence.

This position description in no way states or implies that these are the only duties to be performed by the incumbent .Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her Agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

A bachelor's degree in liberal arts, business administration or sciences is required.

b. Prior Work Experience

Two years' work experience in an office environment.

c. Post Entry Training

On the job training

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

Level IV fluent English in speaking, reading and writing is required.

e. Knowledge

General Knowledge of development goals and ability to write clearly and concisely.

f. Skills and Abilities

Ability to plan, arrange, manage and administer all programs according to U.S. government regulations. Must be able to work in a high-volume, high-productivity environment and to work well with others. Must be computer

literate, preferably with experience in EXCEL and MS WORD. Must be able to draft concise and clear recommendations. A successful candidate must be a self-starter, able to plan and execute his/her duties with minimal supervision. The candidate must also be willing to travel frequently to remote parts of Uganda to monitor and evaluate projects, and must be able to liaise effectively with projects implementers, beneficiaries, and local officials.

Clearance Level: Public Trust

16. POSITION ELEMENTS

a. Supervision Received

Supervision provided by the Deputy PEPFAR Coordinator.

b. Available Guidelines

President's Emergency Plan Uganda Country Operational Plan, Mission Program Plan, Grant Policy Directives, the Federal Assistance Policy Handbook, and other relevant documents.

c. Exercise of Judgment

A high level of judgment is required in this position in terms of establishing relationships with and managing expectations of Ugandan officials who have an interest in obtaining assistance for their constituents, and identifying issues related to the Small Grants Office that have implications for the Mission as a whole.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

All levels from Government Ministers to average citizens and all levels of USG employees in the Mission.

f. Supervision Exercised

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

52 weeks.