

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 CDC	3a. POSITION NO. 101456
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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
(PositionNo) (Title) (Series) (Grade)
- b. New Position
- c. Other (explain) Position has been reprogrammed following sections reorganization.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Public Health Specialist (Prevention); 550	FSN-12	AFRCC: MHB	5/28/2020
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <u>Vacant</u> Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. Typed Name and Signature of 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. Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	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 Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Position serves as deputy and senior public health technical advisor to the Prevention Branch Chief for Division of Global HIV and TB. Incumbent is directly supervised by the HIV Prevention Chief. Incumbent shares oversight responsibilities for the development and implementation of public health-related technical prevention activities and has direct responsibility for day-to-day coordination of activities that support implementation of the President's Emergency Plan for AIDS Relief (PEPFAR). Duties and responsibilities include design of new prevention programs based on new knowledge and science and based on PEPFAR technical guidance, monitoring and evaluation of prevention interventions to identify best practices and for corrective action, and reporting. Incumbent works closely with the Branch Chief to ensure that all office/branch activities contribute to measurable results that are in accordance with agency strategic plans and regulations, PEPFAR strategic

objectives, international ethical guidelines and standards for public health. Position directly supervises the Prevention Advisor.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

50% Program Management: Job holder is the principal public health technical analyst and advisor to the prevention branch chief in developing and formulating new programs and initiatives that are in accordance with PEPFAR program goals, objectives, and policies. This includes playing a lead role in strategic planning, project development and drafting of the branch input into the technical components of the Country Operational Plan (COP) for PEPFAR.

To carry out these responsibilities, job holder must stay abreast of changes in the host country public health infrastructure, advising agency management on observed strengths, weaknesses and opportunities. Specific areas job holder must follow are new levels and trends in health, status of key policies, and legal and regulatory changes that could affect the implementation of PEPFAR-funded programs. Job holder meets frequently with in-country mid- to senior-level host government health professionals and program directors, as well as HIV/AIDS program counterparts in non-governmental organizations, private sector, and international organizations. Through these contacts, the incumbent stays informed and up-to-date regarding HIV/AIDS in the country and public health issues in general.

Job holder collates information gathered, analyzes in-country needs and opportunities against PEPFAR program strategic objectives and advises the branch chief on how best to deliver in-country public health products and services that reflect international standards and host country policies and regulations for such programs. Recommendations are made both orally and in writing to PEPFAR inter-agency groups, embassy management and agency mission and headquarters management.

B. The primary work of the Branch is to support the Ministry of Health in ensuring the implementation of high impact combination prevention interventions that are carried out by cooperating/implementing partners and monitor and evaluate the contribution of these interventions towards attainments of epidemic control. Working closely with other health professionals of the branch, job holder takes the lead in managing the life cycle of PEPFAR prevention programs for which the branch is responsible. This requires close cooperation with implementing and/or cooperative agreement partners, facilitation during implementation, frequent monitoring and, in liaison with the Strategic Information branch, the Health services branch and finance branch evaluate partner performance against desired results that are in accordance with standard guidelines and protocols.

Job holder ensures that program requirements of the grants, contracts and/or cooperative agreement are correctly followed and according to USG and international HIV/AIDS program standards for patient care. Independently or in coordination with other experts, the job holder prepares and presents comprehensive program reviews to include recommendations on curtailing or expanding programs and program effectiveness.

C As the primary public health technical liaison, job holder is a key source for keeping host government public health contacts and non-governmental health program counterparts informed about new PEPFAR initiatives, policies and procedures. Job holder provides timely technical updates that are useful to partners and counterparts in the fight against HIV/AIDS.

30% Administrative Management :

Jobholder supports the day-to-day management of the work of the branch. Working in tandem with the Branch Chief, job holder develops orientation for new employees to ensure consistency of application of grants, contracts and implementing agreement procedures. Position delivers training and briefings to new employees, coaches, formally evaluates and monitors progress.

Job holder is responsible for operational management of the branch. This includes budget monitoring, facilities and equipment assessments and purchase recommendations, and re-allocation of office staff to meet peak demand in order to ensure that program goals and objectives are met. As a key member of the agency PEPFAR management team, incumbent works closely with other program deputies to ensure consistency of human resources management (recruitment in-hire rates, leave policies, training opportunities, etc.,) across PEPFAR

programs. Jobholder proposes to the Branch chief an annual travel plan that targets specific objectives of the team/branch. Incumbent collects data and prepares the technical assistance requests to be sent to US Embassy PEPFAR Interagency working groups and ITT and develops scopes of work as needed for the requests.

Incumbent coordinates high level, collaborative short-term projects with other internal and/or external organizations to meet broad agency and PEPFAR goals. As needed, the incumbent recommends and organizes site visits for high level visitors such as U.S. Government Executive and Legislative Branch officials, interested donors and business leaders. The incumbent liaises with other offices of the Mission, the Embassy, and with counterparts in order to receive the greatest impact from such visits.

Job holder works with technical specialists in the Management Office to oversee the development, implementation, controlled access, and ongoing maintenance of technical and administrative filing systems for the program. Program files include reports, meeting summaries and minutes, copies of all cooperative agreements, research determinations, panels, awards and sensitive medical data collected for statistical purposes. Whenever possible these records are electronically filed and entered into the reference system.

20% Interagency Coordination:

As a regional and international expert on matters pertaining to HIV/AIDS Prevention, job holder represents (Agency/Country) 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 chair or rotating chair on 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 (country).

May be required to serve as a member and advisor on 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 as a regional and international expert on matters pertaining to HIV/AIDS Prevention, As a regional and international expert on matters pertaining to HIV/AIDS Prevention.

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:

Masters of science (MPH, MSHP) in public health, nursing, health policy is required.

b. Prior Work Experience:

Five years progressively responsible public health experience in public health service-delivery projects within an HIV/AIDS intervention framework is required; an additional two years managerial responsibility with multiple staffing reporting is required.

c. Post Entry Training:

Incumbent is required to attend professional training to expand knowledge, skills and abilities in HIV/AIDS combination prevention practices, procedures, and administrative and fiscal management. Position is also required to complete continuing education unit's specific to management of HIV/AIDS public health programs. Incumbent is required to complete agency specific training, to include leadership development training and training related to grants/contracts/cooperative agreement management. Supervisors training, Atlanta 1 week, Project officer training Atlanta 1 week.

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

Level IV (Fluent) speaking/reading/writing of English is required.

e. Job Knowledge:

Job holder must possess comprehensive knowledge of HIV prevention programs, policies, regulations, protocols and ethical considerations applicable to the development and administration of national or international HIV/AIDS public health programs. Job holder must have a detailed understanding of the President's Emergency Plan for AIDS Relief (PEPFAR) and a good working knowledge of U.S. Government public health programs and strategies. A detailed working knowledge of host government and international public health systems is required. A detailed technical working knowledge of administrative, budgeting and fiscal management systems in support of funding mechanisms such as contracts, cooperative agreements, grants, and purchase requisitions is required.

f. Skills and Abilities:

Strong leadership and interpersonal skills to work with all levels of staff in a team setting to accomplish program goals are required. A high level of oral and written communications skills is required in order to convey program progress, technical requirements and to influence other collaborative organizations engaged in HIV/AIDS programs to adopt appropriate strategies for their program activities. Good working knowledge of Microsoft suites such as word processing, spreadsheets and databases is required. Regular demand for keyboard with good working speed and accuracy for use in preparation of reporting documentation is required.

16. POSITION ELEMENTS

a. Supervision Received:

Directly supervised by the Prevention Branch Chief.

b. Supervision Exercised:

Position supervises Prevention Advisor

c. Available Guidelines:

Generally accepted HIV/AIDS international medical and ethical standards for treatment and research. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP), U.S. Government (including agency and PEPFAR) and host government public health and research rules, regulations, and policies issued both in writing and orally. PEPFAR/Agency specific financial regulations, agency-specific procurement regulations and requirements for developing and implementing grants, contracts, cooperative agreements, inter-agency regulations for human resources management of locally employed staff;

d. Exercise of Judgment:

Incumbent is expected to exercise independent, professional judgment on the quality and effectiveness of HIV/AIDS programs. Incumbent's professional judgment is used to recommend and develop strategies for optimum cooperation with the implementing partners of the USG, as well as senior level staff of other agencies that are involved in providing HIV/AIDS related services and activities. Position leads project teams and workgroups and has wide latitude about how to best meet the goals of the project. Position is required to detect, amend and re-direct practices that are not consistent with the goals and any protocols established for the project.

e. Authority to Make Commitments:

Position has authority to make tentative commitments during inter-agency working group and budgetary planning meetings, subject to final approval by the Branch Chief. Job holder has responsibility for making technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the Program Grants Office/Contracting Officer for action.

f. Nature, Level, and Purpose of Contacts:

Close and frequent Interaction with supervisor and agency director regarding resources needed for meeting strategic management objectives. Contacts are at all levels within the U.S. Mission, particularly with PEPFAR program staff across agencies and with administrative staff who provide services to support the program. Cooperating PEPFAR partners, NGOs, Global Fund and host government officials at the mid to upper management level for assisting, reporting, and monitoring purposes. Incumbent develops collaborations, provides consultations and builds implementation and evaluation capacity for the partners supporting PEPFAR programs with focus on combination prevention activities. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, and NGO directors and other public health professionals. These discussions are highly technical and involve procedures and practices that will obtain required program results. The position has major impact on the interagency (USAID, CDC, DOD, State, Peace Corps) HIV prevention Team as s/he will be a technical leader for the group and will ensure results in ensuring the prevention portfolio is funded appropriately, and that the nation prevention response is supported for epidemic control and ultimate sustainability. This position will also ensure all CDC prevention programs are implemented with fidelity and that data are used to inform policy and strategic shifts. The position will be ultimately responsible for ensuring that program data and financial data are triangulated for corrective action

g. Time Expected to Reach Full Performance Level:

Six Months