



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

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|---------------------------|-------------------------|--------------------------------------|
| 1. Post KAMPALA | 2. Agency CDC | 3a. Position Number 101673 |
|---------------------------|-------------------------|--------------------------------------|

3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason for Submission Reclassification

- a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- b. New Position _____
- c. Other (explain _____)

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|----------------------------------|------------------------------------------------|--------|---------------|-------------------|
| a. Post Classification Authority | | | | |
| b. Other | Public Health Specialist (Treatment) | FSN-12 | HR/OE/HRM:WHB | 11/19/19 |
| c. Proposed by Initiating Office | Public Health Specialist Team Lead (Treatment) | FSN-12 | AFRCC: MHB | 11/19/2019 |

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| 6. Post Title Position (If different from official title) Treatment Team Lead | 7. Name of Employee Vacant |
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| 8. Office / Section US Embassy Kampala | a. First Subdivision: Centers for Disease Control |
|--------------------------------------------------|-------------------------------------------------------------|

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|--------------------------------------------------------|------------------------------------------------|
| b. Second Subdivision Health Services Branch | c. Third Subdivision: Treatment Team |
|--------------------------------------------------------|------------------------------------------------|

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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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|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Printed Name of Employee _____ Signature of employee Date (mm-dd-yyyy) | Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy) |
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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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. |
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| | |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head Date (mm-dd-yyyy) | Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy) |
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13. Basic Function of Position

The incumbent of this position is a senior program manager and the key public health advisor on treatment and reports directly to the Branch Chief of the Health Services Branch. Job holder provides comprehensive public health technical, administrative and managerial advice and assistance in support of HIV treatment activities provided under the President's Emergency Plan for AIDS Relief (PEPFAR). Responsibilities include day-to-day program management and development, monitoring, evaluation, reporting and close collaboration with PEPFAR partners to

ensure implementation is carried out in accordance with program strategic objectives and internationally recognized standards and best practices in HIV treatment. The position directly supervises three HIV Treatment Specialists.

14. Major Duties and Responsibilities

% of time

Program Management

(70%)

Incumbent serves as a public health expert technical advisor for the development, implementation and monitoring of USG-supported HIV/AIDS treatment activities by taking a proactive role in Treatment initiatives. Job holder is the Treatment program technical advisor to the host country Ministry of Health, partners and non-governmental organizations (NGOs) in the implementation of Treatment programs and activities through one or more PEPFAR grants/cooperative agreements and contracts, as well as partners funded by the government or Global Fund as indicated. Job holder provides technical evaluation of assigned proposals for treatment programs of PEPFAR partners, working with representatives to make sure that the most current treatment protocols are included and recommends amendments/approval to supervisor. The annual budget for HIV/AIDS Treatment programs in Uganda in fiscal year 2012 is \$70 million.

Incumbent provides technical guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to be consistent with PEPFAR policies and guidance and host country policies and regulations. Coordinates technical aspects in development of the scopes of work (SOW) and funding opportunity announcements (FOAs), review of applications, supplemental awards, and requests for extensions. Once the implementation agreement is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

Incumbent works closely with host government Ministry of Health (and other ministries as appropriate), international organizations and non-governmental organizations, also private sector providers to make sure PEPFAR treatment programs are being carried out as designed. In liaison with the Strategic Information unit, develops program evaluation strategies, methodologies and indicators for monitoring programs in accordance with standard guidelines and protocols. Recommends procedural modifications as warranted to align with treatment protocols. Contacts are with senior medical staff to provide updated information on treatment of HIV/AIDS patients. Deals with high-level counterparts in all areas.

Job holder monitors activities by each partner organization on a regular basis to ensure goals and objectives are being met, and treatment protocols are followed. This involves periodic site visits and meetings with representatives of each organization to review progress and provide updated technical information. Ensures that treatment regimens follow established protocols. Job holder makes sure that all partners for which the job holder is responsible, and all CDC-supported medical facilities follow guidelines and best practices and have adequate facilities and staffing. Reviews and gives feedback on all data generated by partners on a quarterly/semi-annual/annual basis. Conducts regular (at least quarterly) training sessions to ensure staff is up-to-date with treatment protocols and administrative/management updates. Develops partner specific strategies to address challenges in implementation based on the data reviews.

Monitors and evaluates progress of research projects, detecting scientific, personnel, logistical, and implementation problems and makes revisions as necessary to overcome obstacles and constraints. Certifies that all operations research activities and study protocols meet human subjects requirements and pass through ethical review with the appropriate CDC and GOU authorities.

The incumbent serves as an official Project Officer as a Direct Hire Foreign Service National. This role oversees from one to two cooperative agreements as the country level representative of the Grants Management Officer. Provides high level facilitation to assist implementing partners in overseeing policy or programmatic challenges and coordinates with technical and administrative staff to monitor work plan progress, ensure quality of technical and



budget reviews, and follow up as needed on timely submission of required reporting, carryover requests, funding restrictions, and audit reports with the CDC Cooperative Agreement Specialist. Country Director signature is required on funding documents such as form 1385.

Administrative Management

(15%)

Prepares briefings for VIP visitors, participates in making arrangements for visits and serves as spokesman as required on matters within his/her technical expertise. Prepares regular and ad hoc reports on progress of each PEPFAR treatment partner activities. These will be included in regular reports to CDC/Atlanta and ultimately to the U.S. Congress.

Leads the team to identify, distribute and balance workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization, making adjustments to ensure timely accomplishment of assigned team tasks; ensures that each employee has an integral role in developing the final team product; monitors and reports on the status and progress of work, checking on work in progress, reviews completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met; assists supervisees to resolve issues that are at an impasse, or intervene where higher level engagement is needed..

Interagency Coordination

(15%)

Represents the agency in discussing and developing financial commitment proposals for HIV treatment programs at administrative and strategic planning meetings. This includes all USG agencies (Departments of State, Defense, Centers for Disease Control and Prevention, NIH, USAID, and Peace Corps). Participates in internal, national, and interagency technical working groups to ensure adherence to internationally accepted/directed standards for treatment of AIDS patients. Serves as the primary liaison between the Department of Health and the interagency PEPFAR working group in Uganda on all areas related to HIV treatment. Serves as the primarily liaison between the in-country technical working group (TWG) on treatment and the HQ-based TWGs. Provides technical expertise and guidance to HQ and other country teams.

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

Either an MD, DrPH or PhD in medicine, nursing, public health, epidemiology, behavioral science or social science or host country equivalent degree is required.

b. Prior work Experience

Minimum of five years' experience in public health and program management, including four (4) years of public health experience in developing, implementing and evaluating HIV/AIDS care and support or treatment programs or other relevant public health programs that involve coordination with an international agency or implementing partner, and at least one (1) year of experience at the managerial level supervising or coordinating multiple staff is required.

c. Post Entry Training

Ongoing professional certification seminars focusing on changing clinical treatment protocols. Ongoing training in approaches to program design, implementation and reporting. Attendance at conferences and workshops dealing with the AIDS pandemic. Agency specific leadership training includes the Overseas Supervisory Training, International Project Training and all other CDC required professional development and grants/cooperative agreements management trainings. Job holder must renew their certifications every 5 years per CDC guidelines.

- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

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

- e. **Job knowledge**

Comprehensive knowledge and experience in HIV/AIDS treatment are required. Thorough public health knowledge of current HIV/AIDS issues is required. Strong skills in the clinical management of HIV/AIDS. Comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Good working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of treatment programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

- f. **Skills and abilities**

Strong oral and written communication skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS treatment programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required, with willingness and ability to rapidly learn and navigate CDC and PEPFAR-specific electronic tools and systems. Strong skills with interpretation of program monitoring and evaluation of data are required.

16. Position elements

- a. **Supervision Received**

Position is directly supervised by the Health Services Branch Chief.

- b. **Supervision Exercised**

Exercises full supervisory responsibility for 3 HIV Treatment Specialists.

- c. **Available Guidelines**

Office of the Global AIDS Coordinator (OGAC) and PEPFAR policies; Mission Strategic Plan, Agency handbooks, project documents (contracts, cooperative agreements), host government Ministry of Health HIV/AIDS care and treatment guidelines.

- d. **Exercise of Judgement**

Incumbent works with minimum supervision and must exercise wide and independent judgment in interpreting and enforcing guidance and regulations. Must be able to analyze very complex, sensitive issues and make recommendations to senior management. Work is reviewed primarily in terms of results achieved.

- e. **Authority to Make Commitments**

Position has no authority to make financial commitments; however, in the course of program management responsibilities, position has limited authority to allocate or redeploy Treatment personnel on a temporary or project basis and 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 communicates with all levels of internal staff, including low level staff for program operations, making travel arrangements, processing travel claims, editing and routing of routine reports, and calendar coordinating. Job holder provides guidance and direction to less senior activity managers in providing oversight of treatment activities and communicates regularly with other activity managers to coordinate treatment activities with other program elements such as lab support, care and treatment, etc. The incumbent communicates regularly with senior agency staff regarding implementation strategies, policy changes, program evaluation, and host government and partner collaborations. Frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts for purposes of coordinating and standardizing Treatment programs that achieve results specified in PEPFAR strategic objectives.

External communications with low and mid-level staff of implementing partners include advice, guidance and direction related to protocols and procedures for program implementation, reporting issued, best practices, training needs and improving standards of program services. The incumbent communicates with senior level staff at other donor agencies for coordinating treatment activities, and with senior staff at the MOH and other implementing partners regarding policies and regulations for grants/contract/cooperative agreement assistance, development of work plans the most effective and appropriate methodologies, policies and procedures for implementing the program activities. Purpose is to support and develop the highest technical quality of HIV/AIDS Treatment programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, supply chain managers and pharmacists, NGO directors and other public health professionals for purposes of program evaluation.

g. **Time expected to Reach Full Performance Level**

6 months

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04-2015