



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

| | | |
|---|---|---------------------|
| 1. Post <p style="text-align: center;">ABIDJAN</p> | 2. Agency <p style="text-align: center;">CDC/HIV</p> | 3a. Position Number |
|---|---|---------------------|

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. Redescription of duties: This position replaces
(Position Number) 100854 , (Title) Program Coordinator (Series) 501 (Grade) 11

b. New Position Program Coordinator (Health Facility Based Care & Treatment)

c. Other (explain) Hiring purpose

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|----------------------------------|--|-------|----------|-------------------|
| a. Post Classification Authority | Program Coordinator (Health Facility Based Care and Treatment), FSN-0501 | 11 | | 10-13-2009 |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

| | |
|---|--|
| 6. Post Title Position (If different from official title) | 7. Name of Employee <p style="text-align: center;">Vacant</p> |
|---|--|

| | |
|--|--|
| 8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Côte d'Ivoire</p> | a. First Subdivision <p style="text-align: center;">CDC/HIV</p> |
| b. Second Subdivision <p style="text-align: center;">Care and Treatment Branch</p> | 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. |
| <hr/> Typed Name and Signature of Employee Date (mm-dd-yyyy) | <hr/> Typed Name and Signature of Supervisor Date (mm-dd-yyyy) |

| | |
|--|--|
| 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. |
| <hr/> Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy) | <hr/> Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy) |

13. Basic Function Of Position
Under the Care and Treatment Branch Chief, the Program Coordinator (Health Facility Based Care and Treatment) manages activities in the areas of Health Facility Based HIV/AIDS Care and Treatment services, including ARV, PMTCT, VCT and TB/HIV services. The incumbent plays an essential role in supervising team staff, developing Country Operational Plans (COP), annual work plans, and regular progress reports. The incumbent also provides technical expertise and guidance for the implementation of these activities.

14. Major Duties and Responsibilities

| | |
|--|---------------|
| a. Program Supervision : | 100 % of Time |
| . Provide program supervision and direction to a staff of four | 15% |
| . Identify new staffing needs, develop position descriptions and assist in the training process | |
| . Develop work plans for team staff | |
| . Provide ongoing informal and formal annual evaluation for team staff | |
| b. Program Development : | 20% |
| . Identify and develop new and refine continuing activities for annual Country Operational Plans | |

(Continue on blank sheet)

(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

MD or doctoral-level (PhD/DrPH/DrSC) advanced degree in the biological, behavioral, or social sciences is required.

b. Prior Work Experience

Five years of progressively responsible experience managing/supervising regional and/or national level health and/or HIV/AIDS programs including at least three years experience designing and managing public sector programs in the developing world.

c. Post Entry Training

On-going training in CDC approaches to program design, implementation, and reporting. Technical updates focusing on HIV/AIDS surveillance and clinical service delivery. Computer and other information technology skills training.

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

Level III (Good Working Knowledge) Speaking/Writing in English and Level IV (Fluency) Speaking/Writing in French is required.

e. Job Knowledge

Familiarity with MOH policies, regulations, program priorities and with key planning documents related to CDC areas of intervention is required. Thorough public health knowledge of current HIV/AIDS issues is required. Familiarity with the Cote d'Ivoire health care system and structures is required. Should have some knowledge of U.S. government public health programs (preferably in HIV/AIDS) and the strategies, methods, processes and techniques used to plan, develop, implement and evaluate these programs in an international setting.

f. Skills and Abilities

SEE ATTACHED

16. Position Element

a. Supervision Received

The Health Facility-Based Care and Treatment team lead is supervised by the Care and Treatment Branch Chief.

b. Supervision Exercised

Directly supervises three (3) members of the Health Facility-Based Care and Treatment team: TB/HIV Advisor, PMTCT Advisor, and the ARV Treatment Services Advisor

c. Available Guidelines

Office of the Global AIDS Coordinator (OGAC) and CDC policies, USG Cote d'Ivoire Five-Year Strategic Plan, GOCI Ministry of Health HIV/AIDS Care and Treatment guidelines

d. Exercise of Judgment

Incumbent must exercise wide and independent judgment to interpret and enforce CDC and OGAC guidance. Must be able to discuss sensitive issues with GOCI and USG agency officials and other partners, to analyze and solve difficult problems related to program formulation and implementation. Must be able to review and appraise quality of reports and evaluations, and technical services supported by CDC. Must be able to provide rapid independent analysis of problems, issues, and opportunities as they arise, and make recommendations to senior management.

e. Authority to Make Commitments

SEE ATTACHED

f. Nature, Level, and Purpose of Contacts

SEE ATTACHED

g. Time Expected to Reach Full Performance Level

Six months.

Addendum 1

- . Participate in program strategy development and refinement
 - . Participate in development of cooperative agreements, work plans, and other procurement-related activities
- c. Program Coordination : 20%
- . Establish, expand, define, and leverage strategic partnerships with Ministries/organizations/and other appropriate partners to improve facility-based care and treatment services for families and people affected by HIV/AIDS
 - . Build collaboration and synergy among USG implementing partners
 - . Facilitate dialogue and broker relationships between implementing partners, GOCI entities, and other HIV/AIDS stakeholders
 - . Represent CDC and USG team in technical working groups, donor coordinations, programmatic steering committees, and other national and international meetings and forums
- d. Program Implementation : 15%
- . Provide technical assistance needed to implement CDC facility-based activities, including HIV diagnosis, care, treatment, and ARV services, management of TB/HIV co-infection, PMTCT/CT, and facilities-based palliative care
 - . Manage short-term technical assistance from CDC headquarters
 - . Facilitate integration of HIV/AIDS prevention, care and treatment activities
- e. Monitoring and Evaluation : 20%
- . Monitor implementation and results for assigned activities/implementing partners per work plans and adherence to COP
 - . Ensure the collection and presentation of verifiable data
 - . Provide quality control and direction for evaluation of results
 - . Advise implementing partners about USG rules, regulations, and procedures
 - . Track and advise on matters relating to implementing partner financial management (expenditures, pipeline, accruals, etc.)
 - Position is specifically responsible for at least one multi-year, multi-million dollar CoAg, worth \$5-10 million. Generally oversees other contracts worth b/t \$10-25 million managed directly by advisors the incumbent directly supervises
- f. Reporting and Documentation : 10%
- . Submit annual work objectives that establish a set of continuous, measurable responsibilities and goals
 - . Contribute to quarterly and semi-annual USG and GOCI reports and responses to other program documentation requests
 - . Participate in the development of the annual COP.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE :

f. Skills and Abilities :

Demonstrated managerial, administrative, analytical and decision-making abilities. Ability to readily analyze, understand, and discuss new program design, management, and implementation approaches. Demonstrated abilities in the collection, management and analysis of public health data. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames. Must have strong oral and written skills, and ability to clearly communicate new program and technical concepts to technical and non-technical counterparts. Strong interpersonal communication and negotiate skills in achieving results with a wide range of program partners. Strong computer literacy and aptitude to rapidly acquire and apply additional skills. Ability to rapidly create text, spreadsheets and other types of documents to meet specific program and reporting needs.

16. POSITION ELEMENT :

e. Authority to Make Commitments :

With the CDC Chief of Party and Care and Treatment Branch Chief, incumbent has responsibility for all major operational decisions for facility based HIV Care and Treatment Activities. Incumbent provides advice and consultation at the highest levels of GOCI Ministries and to program partners. These include setting and monitoring the progress of overall program direction, providing high level technical advice and consultation related to the development of guidelines and programs to Ministry colleagues, and making funding recommendations on both annual budget and day to day expenditures.

f. Nature, Level and Purpose of Contacts :

Must provide consistent and credible representation of CDC and USG to GOCI, donor and other partner contacts and coordination bodies for technical, policy and program management issues. Will have frequent contacts with officials of GOCI and other partners to define and/or reorient strategies, discuss health policy, and translate policy into program action. Represents CDC and USG to multi-lateral donor coordination bodies and in discussions on donor technical, policy, and program agendas with MOH and other Ministries. Interacts on a regular basis with a wide range of NGOs and other development organizations as CDC and USG representative.

