### U.S. Department of State

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

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

<table>
<thead>
<tr>
<th>1. POST</th>
<th>2. AGENCY</th>
<th>3a. POSITION NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ho Chi Minh City, Vietnam</td>
<td>Centers for Disease Control and Prevention</td>
<td>CDCA03</td>
</tr>
</tbody>
</table>

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

- [ ] Yes
- [x] No

4. REASON FOR SUBMISSION

- [ ] a. Redescription of duties: This position replaces

(Position No.) (Title) (Series) (Grade)

- [ ] b. New Position

- [x] c. Other (explain) Recruitment

5. CLASSIFICATION ACTION

<table>
<thead>
<tr>
<th>Position Title and Series Code</th>
<th>Grade</th>
<th>Initials</th>
<th>Date (mm-dd-yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Post Classification Authority</td>
<td>RSC-EAP-PCD</td>
<td>Public Health Specialist (Treatment), FSN-550</td>
<td>FSN-11</td>
</tr>
<tr>
<td>b. Other HR/OE/PC (hard stop)</td>
<td></td>
<td>Public Health Specialist (Treatment), FSN-550</td>
<td>FSN-11</td>
</tr>
<tr>
<td>c. Proposed by Initiating Office</td>
<td></td>
<td>Public Health Specialist (Treatment)</td>
<td>11</td>
</tr>
</tbody>
</table>

6. POST TITLE OF POSITION (If different from official title)

Care and Treatment Program Officer

7. NAME OF EMPLOYEE

Vacant

8. OFFICE/SECTION

- U.S. Consulate General in Ho Chi Minh City
  - a. First Subdivision
    - HHS/CDC/DGHT
  - b. Second Subdivision
  - c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

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.

Typed Name and Signature of Employee

Typed Name and Signature of Supervisor

Typed Name and Signature of Section Chief or Agency Head

Typed Name and Signature of Admin or Human Resources Officer
13. BASIC FUNCTION OF POSITION

Incumbent serves as the Program Officer for HIV/AIDS care and treatment programs implemented by Centers for Disease Control and Prevention (CDC), Division of Global HIV&TB (DGHT) in Vietnam. Reporting to the Associate Director in Ho Chi Minh City, the incumbent will work within a small team of project officers, each with a complementary specified geographic and technical focus. The incumbent is responsible for developing, organizing, implementing, coordinating, monitoring and supervising activities supported by CDC/DGHT Vietnam in collaboration with the Vietnam Ministry of Health (MOH), Provincial Departments of Health, Ho Chi Minh City Center for Disease Control (HCMC CDC), non-governmental organizations and/or universities. The incumbent provides technical assistance, oversight, and management to projects and partners to accomplish these functions. The incumbent, in coordination and collaboration with other PEPFAR agencies, ensures program implementation in line with program strategic objectives and internationally recognized public health standards and best practices.

14. MAJOR DUTIES AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>% OF TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Develops new programs and studies for HIV care and treatment interventions in conjunction with US.CDC/DGHT-Vietnam, MOH and DOH collaborators for the southern region of Vietnam. Collaborates closely with CDC, MOH, scientists and provincial health staff on the design, implementation, coordination and evaluation of program or studies. Programs may include leading the implementation of care and treatment activities in Ho Chi Minh city and metro provinces. Incumbent gives technical advice and direction to program collaborators on management and implementation of cooperative agreements. This ensures consistency with PEPFAR policies and host country policies and regulations. Incumbent collaborates with partners in the development of work plans for implementation of activities following cooperative agreement awards. Incumbent works with the CDC program management team, as well as partner representatives, to ensure that the most current HIV Treatment protocols are included in relevant cooperative agreements. As a HIV Treatment Program Officer, position holder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, and reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once relevant cooperative agreements are in place, the incumbent oversees performance of cooperating partners, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration. <strong>50%</strong></td>
</tr>
<tr>
<td>B. Designs and updates instruments for data collection to monitor and evaluate programmatic parameters. Advises and assists in setting up systems for data collection, data quality, data review and analyses. Incumbent is responsible for program quality and quality improvement activities under the HIV Treatment portfolios. Specifically, working closely with host government staff, implementing partners, and the CDC Strategic Information team, incumbent is required to monitor all programs under his/her purview to assure that the specific objectives are achieved and/or appropriate remedial activities are instituted. In liaison with the CDC Science Team, incumbent develops program evaluation strategies, methodologies and indicators for monitoring HIV treatment programs in accordance with standard guidelines and protocols. Position ensures that appropriate data management systems to monitor health objectives and indicators for these HIV programs are in place and is responsible for the management of these systems. The incumbent is responsible for reviewing and using routine program data, quality improvement data and site assessment reports for program planning, monitoring and improvement, in collaboration with site staff and national/provincial level staff. S/he provides advice and recommendations to team leads, branch chiefs and supervisors in interpreting data on health objectives and indicators related to HIV treatment programs. Position holder prepares regular and ad hoc progress reports on PEPAR treatment activities, including related components of those activities. <strong>20%</strong></td>
</tr>
<tr>
<td>C. Trains and provides oversight to provincial staff, in addition to providing direction and guidance to project coordinators, nurses, research assistants, social workers, and other subordinate staff in conducting research, evaluation, surveillance, and implementation of assigned project. Directs subordinates in the handling of financial expenditures. Allocates manpower and logistical resources to diverse tasks. Monitors and evaluates progress of projects, detecting scientific, personnel, logistical and financial problems and makes revisions as necessary to overcome obstacles and constraints. <strong>20%</strong></td>
</tr>
</tbody>
</table>
D. Analyzes and reports findings of research and other program findings to be used for reports of record, proposals, and publications and for presentations at national and international meetings on HIV/AIDS care and treatment. Translates and verifies translations of protocols and other documents from English to Vietnamese and vice versa. 10%

**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:
   Medical doctor degree is required.

b. Prior Work Experience:
   Five years of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS care and support programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required.

c. Post Entry Training:
   The incumbent is expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post-entry training will be focused primarily on PEPFAR and HHS/CDC established policies, procedures and regulations that govern specific activity management and procurement systems. Necessary post-entry training will be provided on-site or at regional or Atlanta-based facilities.

d. Language Proficiency: List both English and host country language (s) proficiency requirements by level (I, II, III) and specialization (sp/read).
   Level IV fluency (speaking/reading/writing) in Vietnamese;
   Level IV fluency (speaking/reading/writing) in English is required.
   Must be able to translate and interpret complex medical and technical terminology from English to Vietnamese and vice versa. Ability to prepare oral and written reports in English for senior-level international scientific audiences is critical.

e. Job Knowledge:
   Comprehensive knowledge of current HIV issues, care and treatment, counseling and interventions, behavior change, testing, and treatment is required. An in-depth knowledge of the range of treatment programs, policies, regulations and precedents applicable to development and administration of national/international public health program is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required.

f. Skills and Abilities:
   Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners. Strong leadership skills are required to lead results-driven project teams and workgroups. 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. 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 treatment programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills in interpretation of program monitoring and evaluation data are required.
16. POSITION ELEMENTS:

a. Supervision Received:

The position will be supervised by the HCMC Office Associate Director, CDC/DGHT Vietnam. The incumbent is expected to operate independently and is monitored in terms of achievement of objectives as set forth in the COP work plans.

b. Supervision Exercised:

Has no direct supervisory responsibility. Responsibilities include providing work guidance for cooperative agreement staff, assuring adherence to broad policy guidelines for programmatic technical, administrative and research activities.

c. Available Guidelines:

Generally accepted HIV international medical and ethical standards for care and treatment. PEPFAR strategic objectives and operating provisions. The PEPFAR Country Operational Plan (COP), U.S. Government (including CDC, PEPFAR and the U.S. Embassy) and Ministry of Health rules, regulations, and policies issued both in writing and orally.

d. Exercise of Judgment:

Position holder is expected to make independent and professional judgments on the quality and effectiveness of HIV/AIDS care and treatment and related support programs; must also develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of the U.S., senior level staff of other agencies and the Ministry of Health.

e. Authority to Make Commitments:

Position has no authority to make financial commitments; however, in the course of program management responsibilities, the position has the authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. 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:

Frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV programs to coordinate and standardize care and treatment programs to achieve results specified in PEPFAR strategic objectives. External contacts are with senior program managers in the MOH and provincial departments of health, participating partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV care and treatment programs. Contacts also include professional program and clinical staff, including physicians, nurses, laboratory technicians, NGO directors, supply chain managers, pharmacists, and other public health professionals for purposes of program evaluation.

g. Time Expected to Reach Full Performance Level:

One year.