

## **MAJOR DUTIES**

### **PUBLIC HEALTH SPECIALIST – TREATMENT – CDC POSITION**

#### **VA NUMBER – DARESSALAAM-2019-042**

#### **Planning and Coordination 25%**

Job holder serves as a primary advisor in the planning and development of HIV treatment program activities included in the annual COP for Tanzania. In collaboration with other USG partners, compiles and edits program activities for the COP. Participates in reviews of the plan and recommends revisions as needed. Develops funding announcements for cooperative agreements to provide assistance to external partners in developing and implementing programs to support HIV treatment program activities. Drafts technical requirements and statements of work (SOW) for cooperative agreement program announcements. Conducts technical reviews of cooperative agreement applications and makes funding recommendations based on technical merit of the proposals and consistency of budget requests with the intended use of funds. Participates with external partners in the development of work plans for implementation of activities following cooperative agreement awards. Reviews requests for supplemental financial assistance and reprogramming of funds and makes recommendations based on technical merit.

Job holder represents CDC Tanzania for HIV treatment issues at technical, policy and strategic planning meetings with collaborators. Acts as an expert national resource on matters pertaining to treatment of HIV/AIDS and management co-morbidities.

Represents CDC Tanzania, including attending donor meetings, HIV treatment technical strategy meetings and HIV treatment policy groups. The incumbent serves as a member and advisor on the USG technical working group for coordination of HIV treatment activities on a national level. The working group assesses program needs and issues at the local level and communicates these needs/issues to the national level and ensures consistency in the implementation of best practices for the treatment of HIV/AIDS and co-morbidities on a national level and recommends revisions to policies and guidelines.

#### **Technical Assistance and Oversight 45%**

Provides technical assistance and oversight to implementing partners, including government stakeholders, in the implementation of HIV treatment activities, including establishment of criteria for initiation of HIV treatment, implementation of appropriate treatment protocols, management of co-morbidities, management of treatment side effects, and patient follow-up protocols. Oversees cooperative agreement activities and collaborates with funding recipients providing substantial USG involvement to ensure that grantees are meeting stated objectives under the cooperative agreement. Ensures that supported activities at multiple delivery sites conform to national standards, guidelines, and CDC technical strategies. Identifies and corrects

problems, barriers, and issues impeding the effective implementation of HIV treatment program activities. Serves as an expert technical resource in the specialized programmatic area to government of Tanzania and other collaborating partners.

Develops and maintains effective liaisons with program officer staff in implementing partner organizations to ensure that timelines and quality standards for implementation of program activities are met. Identifies staff training needs in implementing partner organizations and facilitates and participates in the planning and development of training programs, teaching modules, manuals, and educational materials to address identified needs. Builds staff capacity through mentoring. Keeps up to date with scientific developments, innovations, best practices and new approaches in area of expertise.

Participates in the design and development of program guidelines and activities, including protocols for HIV treatment activities, strategies for expanding and improving the quality of HIV treatment services and strategies for expanding the coverage and acceptance of USG-supported HIV treatment services. Provides expert advice and technical assistance to Government of Tanzania ministries and departments and other in-country partners in the development of policy, guidelines and protocols for HIV treatment projects.

Conducts site visits to provide technical assistance and oversight to partners in program implementation. Ensures adherence to established work plans and CDC and PEPFAR guidelines, policies and priorities.

### **Monitoring and Evaluation 30%**

Provides technical assistance to the Government of Tanzania ministries and departments and other partners in the design and implementation of tools, reporting instruments, and systems to effectively monitor and evaluate HIV treatment program activities. Serves as a programmatic resource in the design and development of information systems and databases to monitor and evaluate the effectiveness of HIV treatment programs.

Maintains effective liaisons with program officer partner staff to ensure that partners meet monitoring requirements for supported cooperative agreement activities (e.g., quarterly reports, continuation applications, and supplemental applications). Reviews cooperative agreement narrative and financial reports to assess progress in meeting stated objectives and the status of expenditures in relation to planned budgets.

Conducts site visits to assess progress of partner organizations in meeting program objectives. Analyzes and evaluates program activities and writes reports on findings for presentation at national and international conferences and meetings. Provides guidance and technical assistance to partners in analyzing and evaluating program activities and developing reports and presentations for conferences and meetings.

Job holder will perform other duties as assigned