

PHS – Prevention - CDC

VA Number: DaresSalaam-2019-028

Major duties and responsibilities

Program Management (70%)

As an expert and advisor in HIV prevention in most at risk populations (MARPS) and behaviour change issues, incumbent takes an active role in developing specific program goals and objectives for MARPS initiatives. Prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with overall program objectives in support of USG program mission in Tanzania.

The job holder works closely with senior and mid-level Zanzibar and Tanzania Government agencies, Global Fund partners, international organizations and non-governmental organizations to influence other collaborative organizations engaged in HIV/AIDS prevention programs to adopt appropriate strategies for their program activities.

Job holder provides technical direction and evaluation of grants, contracts and/or cooperative agreement proposals for MARPS programs, as well as PHDP and Gender/GBV activities, in particular where these pertain to prevention programs and efforts. Incumbent works with the CDC Procurement and Grants Office (PGO), as well as partner representatives, to ensure that the most current prevention strategies and protocols are included in the signed grant, contract or cooperative agreement.

Job holder provides technical advice and direction to grantees, program collaborators and contractors on management and implementation of grants, contracts and/or cooperative agreements. This ensures consistency with PEPFAR policies and guidance. Participates with partners in the development of work plans for implementation of activities following grants/contracts/cooperative agreement awards.

Working closely with senior and mid-level Government staff, implementing partners, and the PEPFAR country Strategic Information Advisor, incumbent is required to follow closely 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 Strategic Information unit/advisors position develops program evaluation strategies, methodologies and indicators for monitoring HIV/AIDS prevention programs in accordance with standard guidelines and protocols. Position ensures that appropriate data management systems to monitor health objectives and indicators for MARPS, PHDP and Gender/GBV prevention programs are in place and takes responsibility for the management of these systems within the Prevention Team. Provides advice and recommendations to chief of section and supervisor in interpreting data on health objectives and indicators related to HIV MARPS, PHDP and Gender/GBV prevention activities.

Job holder monitors activities and collaborates with each partner organization on a regular basis to ensure program results are achieved and that all MARPS programmatic activities and study protocols meet human subject requirements and pass through ethical review with the appropriate agency authority. This involves regular site visits and meetings with representatives of each organization to review progress. Draws attention to inadequate medical facilities and/or staffing.

Incumbent leads site assessments of PEPFAR-supported MARPS programs, as well as selected PHDP and Gender/GBV activities, carried out by CDC/USG implementing partners. Prepares regular and frequent oral and written reports to the chief of party/country director, inter-agency PEPFAR committees and other interested parties on the progress of PEPFAR MARPS, PHDP and Gender/GBV prevention program activities.

Job holder provides updated technical information to partners as it becomes available. Guides partners and various target audiences on how to implement, monitor and evaluate MARPS, PHDP and Gender/GBV prevention programs, use monitoring and evaluation (M&E) data and report progress to key stakeholders. Identifies training needs and participates in the development and implementation of training courses for partner organizations.

Responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on prevention strategies for programs dealing with populations most at risk for HIV, PHDP and Gender/GBV.

The incumbent serves as the designated Activity Manager (or functional Cognizant Technical Officer) for 5 cooperative agreement projects. In this capacity, the incumbent plays a major technical role in development of the Funding Opportunity Announcement (FOA), review of applications, supplemental awards, and requests for extensions. Liaises with PGO and technical specialists at post and in the U.S. on technical reviews and funding awards for approximately 5 cooperative agreements and contracts annually, estimated at \$3.45 million per year. Once the cooperative agreements and contracts are in place, oversees the performance of cooperating partners and contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

Administrative Management (15%)

Incumbent is responsible for providing oversight and monitoring the budgets allocated to MARPS, and selected PHDP and Gender/GBV prevention cooperative agreement implementing partners. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews and budget status reports, following up on irregular findings, and providing advice for realignments and/or redirection of budgets.

Job holder maintains files and records in the MARPS data collection and reporting process specific to the activities and programs for which the incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically and entered into the reference system.

Job holder prepares regular and ad hoc progress reports on PEPFAR partner activities related to MARPS prevention projects and activities. Readers of these reports include agency and post management, other agency PEPFAR officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually.

Prepares and presents briefings for Congressional and Executive delegations, VIP visitors; participates in making arrangements for visits and serves as spokesman as required. Serves as control officer for site visits for agency and inter-agency PEPFAR senior-level officials.

Interagency Coordination (15%)

As a regional expert on matters pertaining to prevention of HIV in most at risk populations and behaviour change, job holder represents CDC Tanzania at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials and PEPFAR country team on the results of such meetings and prepares written reports for submission to other interested parties.

Job holder represents the agency in discussing and developing financial commitment targets for MARPS prevention programs at administrative and strategic planning meetings. This includes all USG PEPFAR

implementing agencies (Departments of State, Defense, Peace Corps, Health [including Centers for Disease Control and Prevention, National Institutes of Health, Substance Abuse and Mental Health Services Administration, Food and Drug Administration], and USAID).

Job holder 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 Tanzania. Job holder serves on intra- and inter-branch and agency PEPFAR working groups and projects, frequently taking the project lead role.

Job holder also participates as an active member in USG PHDP and Gender/GBV working groups, representing CDC in those working groups as well as assisting in improving overall USG portfolio in those areas through technical contributions.

Incumbent represents the Prevention Team and PEPFAR team on national committees for MARPS issues. The purpose of such 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 MARPS issues on a national level. Based on information received in the national committees, job holder may recommend revisions to the Prevention Team and PEPFAR team program policies and guidelines for MARPS programs.

Serves as the primary liaison between the in-country technical working group (TWG) on MARPS issues and the HQ-based TWGs. Provides technical expertise and guidance to headquarters and other country teams.