



## **CLINICAL TB AND HIV ADVISOR**

### **Job Announcement No. AID – 003 -16**

<b>OPEN TO:</b>	All Interested Candidates
<b>POSITION:</b>	Clinical TB and HIV Advisor
<b>OPENING DATE:</b>	May 13, 2016
<b>CLOSING DATE:</b>	June 3, 2016
<b>WORK HOURS:</b>	Full-time; 40 hours/week
<b>SALARY RANGE:</b>	ZMK 347,426.09 p.a. - ZMK 539,664.14 p.a. Position Grade: FSN-11

#### **BASIC FUNCTION:**

As a Clinical TB and HIV Advisor - the incumbent contributes to the Health team's ability to achieve results by providing programmatic and technical expertise for HIV prevention and treatment and TB control components of the USAID/Zambian Health program, primarily focusing on designing, implementing, coordinating and monitoring and evaluating evidence-based interventions in these areas. The incumbent serves as a subject matter expert on the Health team for TB control and HIV Care and Treatment.

The Clinical TB and HIV Advisor interacts with the USAID/Zambia Health team, other United States Government agencies, the Government of the Republic of Zambia (GRZ) counterparts, ensuring that USAID/Zambia's public health programs are (1) designed, implemented, monitored and reported in accordance with USAID policies and guidelines; and (2) are consistent with the health priorities and plans of the Ministry of Health, international donors, and other key development partners.

The incumbent serves as the Contracting/Agreement Officer's Technical Representative (C/AOR) or Activity Manager for USAID Child Survival and Health (CSH) and PEPFAR-funded activities. The incumbent is supervised by the TB and HIV Division Chief.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **I. Award Management 35%**

Manage and monitor designated awards under USAID/Zambia's health program. Serve as Contracting/Agreement Officer's Representative (C/AOR) or Activity Manager for designated activities as required.

- Provide technical and programmatic guidance and oversight of designated activities;
- Review work plans and reports, ensuring compliance with performance expectations;
- Ensure that implementing partners are in compliance with all relevant USAID regulations and procedures;
- Based on technical knowledge, personal observations, assessment reports, performance statistics, and other available data, make programmatic recommendations;
- Monitor progress towards results, including periodic field/site visits with implementing partners and other officials or staff, as appropriate and provide all the necessary information as per USAID reporting requirements;
- Monitor budget utilization (pipeline and burn rate analysis; voucher review and approval; and accruals);
- Make recommendations for annual funding necessary for activities;
- Draft necessary program action documents (MAARDS, Implementation letters (ILS), Action Memoranda, etc.);
- Prepare reports needed for USAID and USG planning and reporting processes;
- Ensure proper coordination of project activities with other related activities done by other cooperating or implementing partners;
- Ensure recognition of and compliance with national and applicable international policies and guidelines and priorities, and recognition of the leadership role of the GRZ in the implementation of activities; and
- Ensure adequate integration and/or coordination with activities undertaken by the MOH at the national, provincial, and district level, as may be applicable.

### **II. External Technical Assistance 35%**

Coordinate USAID/Zambia's TB and HIV services portfolio with the GRZ, cooperating partners and related stakeholders.

- As a technical expert, establish and work closely with middle counterparts in the Ministry of Health, cooperating partners, and related stakeholders to advance the TB and HIV services portfolio in the country, as per key national strategies, policies, and guidelines;
- Represent the Health Team and provide key technical input at key forums, working groups, and steering committees; and
- Advocate for and ensure integration of TB and HIV activities with other related activities, particularly maternal and child health.

### **III. Internal Technical Assistance and Policy Compliance 30%**

Interface within USAID/Zambia, USAID/Washington, and other United States Government Agencies on the health portfolio.

- Provide technical support and recommendation to the USAID Health Office regarding clinical services (particularly Tuberculosis and HIV), focusing on current and future programming, including design and modification of program activities, determination of program direction, monitoring and evaluation, and corrective action;
- Work closely with other health team colleagues to avoid duplication of efforts, find synergies in the activities undertaken, and promote efficiencies in program planning and implementation;
- Advocate for and ensure integration of TB and HIV activities with other related activities, particularly, maternal and child health;
- Provide Technical Assistance to USAID and to the U.S. Government Country Team for the United States President's Emergency Plan for AIDS Relief (PEPFAR); and
- Participate in the regular monitoring, periodic evaluations, and reviews of USAID-funded projects, including program analysis and strategic planning for public health.

**IV.** Any other duty designated by the supervisor/team leader.

### **QUALIFICATIONS REQUIRED**

#### **a. Education**

A Bachelor's degree in health sciences (Medicine, Pharmacy, Nursing, etc.), and a Master's degree in Public Health, Epidemiology, Health Promotion, Health Management or related qualification is required.

#### **b. Prior Work Experience**

A minimum of five (5) years of work experience in public health program activities part of which should include TB and/or HIV work (planning, developing, implementing, and evaluating such as HIV public health programs) is required.

#### **c. Post Entry Training**

The job holder will need COR/AOR training. This training is considered equivalent to the definition of Basic Occupational.

#### **d. Language Proficiency (level and specialization)**

Level IV (fluent) written and oral English proficiency is required.

#### **e. Job Knowledge:**

A thorough knowledge of the concepts, principles, techniques, and practices of public health and infectious diseases (particularly TB and HIV) is required. Demonstrated strategic planning and management experience in managing public health programs in general. Strong negotiation and diplomatic skills and ability to facilitate agreement among various partners to promote the infectious disease agenda.

**f. Skills and Abilities:**

Ability to establish and maintain an extensive range of contacts with ministerial and host government officials, including those in a leadership role at the national, provincial, and district levels. Ability to positively interact with influential persons in the public and private sectors is required in order to represent USAID and U.S. Government development policies and programs and explain/interpret host-country attitudes. Ability to work with donors and different cadres of Zambian Government counterparts in a collaborative manner; demonstrated ability to communicate (orally and in writing) and work effectively as part of a multisectoral and multidisciplinary team. Ability to work in a team; strong representational and interpersonal skills.

**POSITION ELEMENTS**

- a. **Supervision Received:** The Clinical TB/HIV Advisor reports to the TB and HIV Division Chief.
- b. **Supervision Exercised:** Contractor/grantee supervision mediated through COR/AOR and activity manager relationships.
- c. **Available Guidelines:** USAID policies, regulations and procedures as spelled out in the Automated Directives System (ADS) and annual programming guidance.
- d. **Exercise of Judgment:** Capable of understanding assignments and moving them to completion with minimum supervision.
- e. **Authority to make commitments:** The incumbent will have Contracting Officer's Representative (COR) and activity manager and/or alternate responsibilities.
- f. **Nature, level and purpose of Contacts:** The incumbent will be expected to have professional and technical contacts within the health team, the USAID family, and the U.S. Government family in Zambia at lower, middle, and higher levels. The job holder will also be expected to have technical and professional contacts with external stakeholders, including the Government of Zambia and donors at middle level. All the contacts will be aimed at improving programming TB and HIV work in Zambia.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:**  
One year.

**TERMS OF APPOINTMENT:**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

**BENEFITS:**

The position has been classified at a FSN - II levels. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

**APPLYING:**

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

**SUBMIT ALL APPLICATION MATERIALS TO:**

[EXOZambiaHR@usaid.gov](mailto:EXOZambiaHR@usaid.gov) (E-mailed applications required.)

The email subject heading **must** read:

**Application: Clinical TB and HIV Advisor, AID-003-16**

**Only short listed candidates will be contacted.**