

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST: Kigali	2. AGENCY USAID	3a. POSITION NO. 354472100147
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input checked="" type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	USAID Project Management Specialist (Infectious Disease Specialist), FSN-4005	11	MA	
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title) Infectious Disease Specialist	7. NAME OF EMPLOYEE
8. OFFICE/SECTION: Health Office	a. First Subdivision: Health Service Delivery Team
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
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. Marie Ahmed Health Office Deputy Director 01/27/2016		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)		
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. Marie Ahmed, Health Office Deputy Director	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. Marcia Musisi-Nkambwe Mission Director		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Deputy Mission Director Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Infectious Disease Specialist will serve as activity manager for the USAID Emerging Pandemic Threats-2 (EPT-2) program operating in Rwanda. S/he will meet with and coordinate implementing partner activities in Rwanda. S/he will work with a wide array of USG partners (e.g. CDC, DOD), ministries, district health offices, laboratories, international organizations, non-governmental organizations, and implementing partners to achieve EPT-2 and Global Health Security Agenda (GHSA) objectives and to ensure that USAID's program is aligned with the Government of Rwanda's plans and priorities. S/he will ensure that the Mission's planning, implementation, monitoring, and reporting of the EPT-2 program is carried out in accordance with USAID directives.

The incumbent must possess technical expertise in the area of infectious disease, including malaria, and possess an understanding of the social, economic and cultural determinants and implications of infectious disease in Rwanda and neighboring countries, as well as have the experience and skills required to help formulate the USG position on infectious disease and make important policy decisions as a key representative of the USAID/Rwanda Mission.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****A. Technical Leadership****(20%)**

1. Identify and cultivate relationships with key stakeholders across the multiple EPT-related sectors and ministries in Rwanda. Maintain knowledge of Rwanda's EPT and GHSA capacities and priorities.
2. Establish and maintain a coordination network among key stakeholders in Rwanda to include: USG agencies in Rwanda especially CDC, DOD, U.S. Embassy, GOR ministries, United Nations (UN) organizations, other donors, private sector, international and local Non-governmental Organizations (NGOs), etc.
3. Communicate regularly and work jointly with other members of the USAID/Washington Global Health Bureau, USAID/Rwanda Health team, other relevant USG agencies at post.
4. Based on observations, assessment reports, and performance statistics and other available data, making programmatic recommendations to the Health Office.
5. Keep abreast of new developments and emerging issues that affect USAID's priorities via literature review, attendance at technical meetings, workshops, and participation in relevant training events. Share relevant information and recommendations with USAID and other USG colleagues.

B. Program Management and Coordination**(60%)**

1. Ensure coordination across all assets and activities of the USAID/EPT program. Ensure the EPT program is aligned with the Government of Rwanda's priorities and GHSA requirements.
2. Reinforce the role of Government of Rwanda to establish and maintain a coordination network among partners in the country whose activities are related to EPT activities. Such partners include: bi-lateral donors, international organizations, national governments and their relevant ministries, private sector, international and local NGOs, etc.
3. Ensure integration of EPT and the broader USAID portfolios to maximize contributions toward GHSA targets and objectives in Rwanda.
4. Serve as the source of information on GHSA/EPT to enhance USG awareness and collaboration and to address concerns/questions from USAID leadership and U.S. Embassy/Kigali.
5. Proactively report to the USAID/Rwanda Mission on developments in the EPT and GHSA portfolio and policy directions from USAID/Washington.
6. Maintain communication with the East Africa Regional EPT Advisor and the USAID/Global Health Security and Development (GHSD) Unit to keep the GHSD team informed of USAID implementing partner, USG agency, Government of Rwanda, and other stakeholder activities, plans, and results related to EPT and GHSA in Rwanda.
7. Maintain close coordination with USG partner agencies to ensure mutual understanding, coordinated, synergistic, and non-duplicative GHSA plans, activities, results, and reporting for Rwanda.
8. Reviewing performance reports to ensure that partners are in compliance with bilateral government agreements and with the performance expectations outlined in their work plan and in their contract/agreement with USAID.
9. Ensuring that implementing partners are in compliance with all relevant USAID regulations and procedures.

C. Program Monitoring and Reporting**(20%)**

1. Support development indicators and performance monitoring plan as it relates to GHSA. Monitor progress according to this plan, including compilation and some analysis of indicators.
2. Carry out monitoring and evaluation visits to implementation sites to ascertain all quantitative and qualitative data is collected properly and ensure programmatic quality maintained.
3. Monitoring implementation progress, ensuring that actions are completed on schedule or adjusted to meet changing conditions and identifying constraints to activity implementation as well as proposing solutions for their resolution.

4. Work closely with partners to ensure that program achievements and lessons learned are disseminated to sector representatives.
Contribute to preparation of Key Mission Reporting Documents.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Master's degree or equivalent post-degree qualification in disciplines such as medicine, public health, international development or social sciences from a recognized institution and/or clinical qualifications is required.
- b. **Prior Work Experience:** A minimum of 5 years of progressively responsible professional experience in health, including malaria and other infectious disease program design and implementation with specific experience working on malaria issues is required. Practical experience in working with international development agencies is highly desirable. Experience should demonstrate ability to manage high-level coordination and relationships with public sector entities, bilateral and multilateral donors and NGOs.
- c. **Post Entry Training:** Agency specific leadership development training, USAID's Acquisition and Assistance Courses for Cognizant Technical Officers training and other grant and contract management courses may be required.
- d. **Language Proficiency:** Level IV fluency (speaking/reading/writing) in English and Kinyarwanda are required.
- e. **Knowledge:** In-depth knowledge of the concepts, principles, techniques and practices of development project management including planning and monitoring is required. Demonstrated ability to work effectively in a team environment and communicate highly technical information related to human health and infectious disease, including malaria, animal health, and environment to a variety of technical and non-technical audiences. Knowledge of principles of infectious disease prevention, detection, and response are desirable. Knowledge of the Rwandan health system is desirable. Knowledge of USAID rules and regulations is also desirable.
- g. **Skills and Abilities:** Incumbent must have excellent interpersonal and communications skills to support the Health Office and Mission Management to establish and maintain effective contacts within USAID, implementing partners, relevant GOR counterparts, other donors, private sector and civil society organizations. Analytical, writing and organizational skills are required, as are advanced numerical skills. Must be able to work effectively with a broad range of USG personnel and other partners. Ability to work both independently and in a multi-cultural team environment to achieve consensus on policy, program and administrative matters is a must. Excellent analytical, writing and organizational skills and initiative to obtain, evaluate, and interpret factual data and to assist in the preparation of concise, accurate, and complete reports. Excellent technical writing skills to clearly and effectively draft various USG documents. Competence in using various computer software applications such as MS Word, Excel, SPSS, Access and PowerPoint required.

16. POSITION ELEMENTS

- a. **Supervision Received:** Directly supervised by the Health Services Delivery Team Leader. To the extent possible, the incumbent is given wide latitude in planning and executing work assignments. Work is reviewed primarily in terms of results achieved within the broader constraints of policy and priorities.
- b. **Available Guidelines:** The incumbent is expected to be fully aware of USAID Handbooks, directives, Mission Orders/Notices, and Agency local manuals. Key documents include the Strategic Framework for US Foreign Assistance; Agency policy statements; GHSA initiative documents; PMI Country Operational Plans, Strategies and Guidance; the Automated Directives System; the Foreign Assistance Operational Plan for Rwanda; and Health Office results framework and work plans.
- c. **Exercise of Judgment:** Extensive and substantive management responsibility in the formative stages of program elements. Substantive meetings with host-government officials and representatives of implementing agencies. Decisions have extensive impact on the national and health programs in Rwanda.
- d. **Authority to Make Commitments:** As the Activity Manager for the Emerging Pandemic Threats -2 Program, the Job Holder will have authority and responsibility as delegated by the Regional Agreement Officers Representative (AOR) to

carry out grants, contracts or cooperative agreement support commitments. Position has no authority to make financial commitments.

e. Nature, Level and Purpose of Contacts: Incumbent must be able articulate and able to orally brief supervisors, heads of partner organizations and GOR officials up to the level of Permanent Secretary in infectious disease issues, challenges, and policy questions. Writing and speaking skills should be clear, concise, objective, and factual. The incumbent will maintain contacts and work with staff in USAID/Rwanda and other USG agencies at post to obtain information relative to programs and activities.

f. Supervision Exercised: Position has no direct supervisory responsibilities.

g. Time Required to Perform Full Range of Duties after Entry into the Position:A qualified person without prior USAID experience would require on-the-job training and formal training in USAID project design and management to perform effectively. This should be accomplished within the first 12 months of the incumbent's assignment.