# Vacancy Announcement

Embassy of the United States Of America  
Juba, South Sudan

<table>
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<tr>
<th>TO:</th>
<th>All Interested Candidates (All Sources)</th>
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<tbody>
<tr>
<td>APPROVED BY:</td>
<td>Management Officer, Mary E. Davis.</td>
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<td>FROM:</td>
<td>Management Office</td>
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<td>DATE:</td>
<td>09/18/2017</td>
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<tr>
<td>No:</td>
<td>Juba-2017-CDC-09</td>
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<td>SUBJECT:</td>
<td>Public Health Specialist /Strategic Information (SI) Advisor), FSN 550</td>
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**OPEN TO:** All Interested Candidates (All Sources)

**POSITION:** Public Health Specialist /Strategic Information (SI) Advisor), FSN-10; FP-AA

**OPENING DATE:** September 25, 2017

**CLOSING DATE:** October 16, 2017

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**  
*Ordinarily Resident (OR): US$ 34,106.1 p.a. (Starting salary) (Position Grade: FSN-10);  
Not-Ordinarily Resident (NOR): (Starting salary determined by Washington) (Position Grade: FP-AA)

*ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED SOUTH SUDANESE WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. The U.S. Embassy is not able to assist candidates to obtain work/residency permits.*
The Embassy of the United States in Juba is seeking to hire an individual to cover Public Health Specialist (Clinical Services Advisor) position in the Centers for Disease Control and Prevention Section.

**Basic Function of Position:**

The incumbent, under the supervision of the Strategic Information (SI) Team Lead, provides technical expertise for SI (monitoring and evaluation (M&E), health information systems, surveillance and surveys) required for PEPFAR activities in the Republic of South Sudan (RSS). Although assigned as Activity Manager for approximately 2 CDC Cooperative Agreements, the incumbent provides SI technical oversight and technical assistance (TA) to all the President’s Emergency Plan for AIDS Relief (PEPFAR) Cooperative Agreements. This includes TA on the design, implementation, maintenance and strengthening of routine reporting, disease surveillance systems and large, complex surveys designed to measure HIV prevalence and other indicators of importance to monitoring, evaluating and planning HIV programs. The incumbent will provide SI TA on the use of SI information to provide a better understanding of the HIV epidemic in South Sudan. These activities are all geared toward assisting the PEPFAR team, other USG agencies, Ministry of Health, international partners and other partners/donors to respond appropriately with sustainable, evidence-based, and cost effective programs and services. Such systems ensure the production, analysis, dissemination and use of reliable, timely information on health determinants, health system performance and health status. Carrying out these functions requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to facilitate communication and maintain collaborative working relationships with all levels of staff with the Ministry of Health, USG agencies, and partner organizations. The incumbent plays an active role in the Mission’s PEPFAR SI Technical Working Group (TWG) and/or other inter-agency technical working groups and in the development and submission of the annual PEPFAR Country Operational Plan (COP).

**MAJOR DUTIES AND RESPONSIBILITIES**

**Surveillance, Monitoring and Evaluation**

Incumbent develops tools, implements, and monitors the SI gathered through monitoring and evaluation (M&E), surveillance, health information systems, and special surveys or studies related to HIV/AIDS activities in RSS. Various types of surveillance information may be collected: HIV prevalence, infection rates
through sentinel surveillance, antenatal clinic and STI clinic data, high-risk population data, HIV and behavioral prevalence through the Demographic and Health Surveys (DHS), the AIDS Indicator Survey (AIS), other HIV testing related surveys, and data regarding the transmission of drug resistant HIV strains.

Incumbent assists with managing SI-related processes required for the development of PEPFAR annual planning and reporting submissions (COP). This includes monitoring, reviewing, assessing and analyzing targets set by implementing partners (IPs), documentation of target setting calculations and assumptions, tracking progress of results achieved by IPs against their targets, conducting quality assessments with IPs to ensure accurate data, training or assisting the IPs with data entry, tracking overall program progress in achieving RSS PEPFAR goals, and when needed, provision of recommendations on adjusting targets to reflect program developments and/or challenges. The incumbent is supervised by, and works closely with, the CDC SI Team Lead and SI to develop plans for new surveys to meet the needs of the country and the USG. Incumbent makes recommendations to supervisor and agency leadership regarding shifts in program operations and other actions designed to improve SI data accuracy.

Incumbent works closely with all PEPFAR partners, scheduling site improvement monitoring system (SIMS) visits and meetings with representatives of collaborating USG partner organizations on a regular basis to ensure program results and data are collected, entered, analyzed and reported in a timely manner. The incumbent works with CDC SI Team Lead, SI colleagues, MOH contacts and other partners to formulate and recommend appropriate monitoring and evaluation (M&E) activities for on-going and future HIV/AIDS prevention, treatment and care programs. Incumbent also works with partners to ensure all surveillance programmatic activities pass through ethical review with the appropriate agency authority approval.

II. SI Program Activities/Technical Assistance (TA)
Incumbent assists SI Team Lead in collaborating with SI colleagues, MOH contacts and other IP staff to develop a PEPFAR SI program plan to guide SI TA, systems strengthening, capacity strengthening and sustainability.

Incumbent assists or provides or arranges SI informational briefings and practical training for various audiences (e.g., Ministry of Health officials, local public health personnel, doctors, nurses) on how to conduct surveys, monitor and evaluate HIV/AIDS programs, use M&E data, and report progress. Incumbent responds to
SI informational and TA requests from NGOs, health care organizations and medical professionals.

Incumbent provides SI TA to all PEPFAR IPs, host government ministry collaborators and non-governmental organizations in designing, implementing, monitoring and evaluating a wide range of SI activities to improve health delivery systems, data collection systems and evaluation methodology. Designated formally as the CDC Activity Manager for approximately 2 cooperative agreement projects but assists all PEPFAR IPS with SI needs. As Activity Manager, the incumbent assists with the development of the Funding Opportunity Announcement, review of applications, supplemental awards, post award actions, and requests for extensions. Incumbent liaises with the agency grants, contracts and cooperative agreement technical specialists at Post and in the U.S. on technical reviews and funding awards for approximately 2 grants/contracts/cooperative agreements annually, estimated at $4 million. Once cooperative agreements are in place, incumbent oversees performance of these implementing partners (IPs), carries out technical reviews/SIMS visits, monitors and assesses progress, identifies strengths and potential issues and informs supervisor, recommending actions for amelioration. Incumbent works with the IP on correcting any identified weaknesses.

Incumbent is responsible for providing oversight and monitoring the assigned IPs budgets. This includes reviewing budget requests for appropriateness, monitoring the use of funds for adherence to the Notice of Award and proposed activities, ensuring quarterly pipeline reviews/budget status reports are completed, following up on irregular findings and providing advice for realignment.

Incumbent’s advisory role also provides leadership and technical direction in SI to the RSS PEPFAR Team and government counterparts to ensure that data generated by SI systems is used for program planning, policy development, advocacy, and program evaluations. Incumbent also provides capacity building support to the MOH and other partners to improve existing data collection and analysis, interpretation and its utilization for the national HIV epidemic response. Incumbent closely tracks health surveys of interest conducted by other public health entities, remains current on SI principles and practices and shares updated SI information with IPs.

Incumbent provides SI TA to public health officials and organizations on how to develop proposals resulting in a memorandum of understanding, contract and/or cooperative agreement for SI intervention services. This supports greater initial
understanding and consistency with PEPFAR policies and how such policies integrate with host country policies and regulations. Incumbent works with CDC’s procurement, grants and/or contracts office, as well as partner representatives, to ensure the most current SI survey protocols are included in the signed contract or cooperative agreement.

Incumbent takes an active role in developing specific agency program goals, objectives, work plans and targets for HIV/AIDS surveillance initiatives designed to strengthen in-country surveillance systems and required for the yearly COP. This includes collaboration on surveillance strengthening and capacity strengthening initiatives proposed in the COP, annual work plans, and regular progress reports. Incumbent prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with SI PEPFAR objectives.

III. Interagency Coordination and Administrative Activities
The incumbent plays an active leadership role in the Mission’s PEPFAR SI TWG and/or other TWGs or committee by providing and interpreting HIV survey and surveillance data. The TWGs ensure surveillance systems are meeting the needs of the national HIV/AIDS Program and that agency surveillance and monitoring activities are consistent with PEPFAR overall program priorities. These TWGs provide technical, programmatic and budgetary guidance to partners, organize partner conferences and workshops and respond to Office of the Global AIDS Coordinator and agency requests. Based on information received from these groups, the incumbent may recommend revisions to the agency-level and PEPFAR team SI program policies and guidelines.

Incumbent serves on other intra- and inter-branch and agency PEPFAR working groups and projects, often taking a lead role. These projects are generally short-term in nature and often have to do with special requirements for VIP visits, technical evaluation groups, special PEPFAR surveys or projects. The incumbent works closely with agency staff across other HIV/AIDS technical program areas to make sure data generated by USG-supported surveys and by the MOH surveillance systems provides targeted information that can be used to support program planning, policy development, advocacy, and impact evaluation.

Incumbent represents CDC/South Sudan at other technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials, PEPFAR country team and officials of other USG agencies on the results of such meetings and prepares written reports for
Incumbent represents the agency in discussing and developing financial commitment targets for surveillance or SI programs at administrative and strategic planning meetings. This includes all USG PEPFAR implementing agencies (Department of State, Defense, CDC and, USAID). Incumbent takes an active role in the preparation and submission of the annual COP.

Incumbent maintains an up-to-date database of RSS PEPFAR data, including maintenance of files on the status of partner activities, targets, resources, and work plans. Incumbent is responsible for database integrity and (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all assigned cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be maintained electronically.

Incumbent analyzes collected SI data, summarizes and reports the findings of operational research to be used for reports of record, proposals, publications, and for presentations at national and HIV/AIDS international meetings. Incumbent prepares regular and ad hoc progress reports on PEPFAR SI partner activities. Readers of these reports include agency and post management, other agency PEPFAR officials, U.S. headquarters offices and may be ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly, semi-annually and annually. Incumbent provides both oral and written advice and recommendations to SI Team Lead, Country Director and others on interpretation and use of SI data.

Note: This job 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.

A copy of the complete position description listing all duties and responsibilities is available in the HR Office.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE
All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

A. Education:
Bachelor’s Degree or host country equivalent in public health, medicine, public
health policy, epidemiology, demography, Informatics, Information Science, Health Information Management, Computer Science, Computer Engineering, Information Systems or related discipline is required. **Masters training in any of these fields of health is an added advantage.**

**B. Prior Work Experience:**
Three years of progressively responsible, job-related, professional level experience in the management and development of epidemiological surveillance and/or large scale surveys of HIV/AIDS prevention, treatment, care or public health programs or working as a monitoring and evaluation specialist in a health/medical research organization, university or public health program implementing agency. Two additional years of experience as a trainer or at a supervisory or managerial level.

**C. Post Entry Training:**
Professional training includes workshops, courses or conferences to expand knowledge, skills and abilities in Strategic Information, Public Health Informatics, program monitoring and evaluation strategies, and qualitative methods. PEPFAR, Global Health Initiative (GHI) and agency-specific training in approaches to program design, implementation, COP and reporting. CDC specific leadership, ethics, security, development and project management of cooperative agreement and contract training are required. Necessary post entry training will be provided on-line, on-site, at Regional or at US based facilities.

**D. Language Proficiency (level and specialization):**
Level IV Fluency – speaking/reading/writing English is required.

**E. Job Knowledge:**
Incumbent must possess knowledge of HIV/AIDS programs and the prevention, care and treatment of people living or affected by HIV/AIDS such as orphans, vulnerable children, key populations and family members. Incumbent is required to have working knowledge of techniques, principles, methods and data analysis related to SI (monitoring and evaluation, planning for large scale information system implementation, research design, statistics, health informatics systems, health information technology, epidemiology, applications and translation of evaluation data as it pertains to the improvement of program operations, guidelines and policies). Must have good knowledge of data management processes and tools.

Incumbent must understand the clinical, social and psychological implication of HIV/AIDS. This includes HIV diagnostic knowledge and clinical monitoring by viral load and/or CD4 count analysis. Incumbent must be familiar with ethical
considerations including issues of discrimination and stigma. Incumbent must have a working knowledge of the structure and functions of PEPFAR including knowledge of the agency’s role and function in support of PEPFAR. Must have a good understanding of the RSS health care system and structures including familiarity with Ministry of Health’s policies, program priorities and regulations. Good working knowledge of overall administrative requirements in development and support of grants, contracts, memoranda of understanding and cooperative agreements.

F. Skills and Abilities: (required)

- Strong analytical skills to readily understand and discuss new SI program design, management, and implementation approaches. This includes evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reporting.

- Good oral and written communications skills to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare substantive and analytical reports.

- Strong management skills to operate independently with limited direct supervision of day-to-day activities.

- Strong computer skills (keyboarding with both speed and accuracy) and analytical knowledge skills in Excel. Excellent numerical skills for manipulating and reporting statistical data.

- Strong skills in interpretation and analysis of program monitoring and evaluation data.

- Good leadership skills to lead results-driven project teams and workgroups.

- Good persuasive skills, ingenuity and innovation in order to influence collaborative organizations engaged in HIV/AIDS prevention, treatment and care programs to adopt appropriate strategies for their program activities.

- Ability to analyze, understand and discuss new program design, management and implementation approaches. This includes the development of survey indicators and monitoring systems, evaluation designs, use of reliable and valid instruments, field experience in data collection, and
methods of data analysis.

- Ability to work in a high-stress, high productivity environment.

- Ability to orient, train and assess the job performance of various personnel involved in SI activities.

- Ability to exercise tact and diplomacy in communicating PEPFAR guidelines to unique and different public health surveillance activities, as surveillance programs and surveys are highly complex and can be threatening to stakeholders.

- Ability to travel in country to provide TA and to monitor programs and ability to travel outside RSS for training.

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFM) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically addresses the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
• The candidate must be able to obtain and hold a Background Security Certification.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

• Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); this form is available on the U.S. Embassy Web site: https://ss.usembassy.gov/embassy/jobs/ and
• A current resume or curriculum vitae that provides the same information found on the UAE; or
• A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant’s work experience attached as a separate sheet; plus
• Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
• Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

U.S. Department of State Management Office
U.S. Embassy Juba
Kololo Road
Juba, South Sudan

E-mail: USEmbassyJubaHR@State.gov
E-mail Subject Line: Position Title: Public Health Specialist/Strategic Information (SI) Advisor), Job #: Juba-2017-CDC-09.

POINT OF CONTACT
USEmbassyJubaHR@State.gov or address a letter to: State ICASS Management Officer, U.S. Embassy Juba, Kololo Road, Juba, South Sudan.
THIS POSITION WILL CLOSE ON OCTOBER 16, 2017; 16:00 Juba Time

The U.S. Mission in Juba, South Sudan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

- **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

- **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen;
  - EFM (see above) at least 18 years old;
• Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  • Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  • Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

• Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
  • Is a U.S. citizen; and
  • Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  • Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  • Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  • Does not receive a Foreign Service or Civil Service annuity

• Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  • Not an EFM;
  • Not on the travel orders of the sponsoring employee;
  • Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department’s current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.
• **Not Ordinarily Resident (NOR)** – An individual who:
  • Is not a citizen of the host country;
  • Does not ordinarily reside (*OR*, see below) in the host country;
  • Is not subject to host country employment and tax laws; and,
  • Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

• **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
  • Is locally resident; and,
  • Has legal, permanent resident status within the host country; and,
  • Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

U.S. Embassy Juba State Intranet Site
U.S. Department of State Internet Site

DRAFTED: Jackson L. Charles, Human Resources Assistant
CLEARED: Beverly Nolt, CDC Deputy
CLEARED: Mary E. Davis, Management Officer