



15. Qualifications Required For Effective Performance

a. Education

MD or PhD (Medical Doctorate or Doctor of Philosophy in Epidemiology or related field) or host country equivalent is required.

b. Prior Work Experience

Three years of mid- to senior-level public health experience in the management and development of epidemiological surveillance and/or large scale surveys of disease prevention, treatment, or care programs are required. One additional year of experience at the managerial level is required.

c. Post Entry Training

Attendance at ongoing professional seminars focusing on changing public health surveillance and survey standards, protocols, monitoring and program assessment/evaluation systems is required. Agency-specific training in approaches to program design, implementation and reporting is required. Agency-specific leadership development training and Project Management of grants/cooperative agreements training are required

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III (good working knowledge, speaking, writing) in English is required. Level IV (fluency-speaking /reading/writing) in French is required.

e. Job Knowledge

Job holder is required to have detailed knowledge of research methods and the collection, analysis and presentation of public health/epidemiologic data in order to plan, design, direct the implementation of and strengthen procedures for collection, analysis and dissemination of emerging disease epidemiological data. This includes knowledge of the principles, theories and practices of USG and internationally recognized standards for surveillance and survey regulations and procedures. Detailed knowledge of the

f. Skills and Abilities

Strong analytical skills to readily understand and discuss new surveillance program design, management, and implementation approaches are required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Excellent oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare substantive and

16. Position Element

a. Supervision Received

Directly supervised by the CDC Global Health Security Director ; and indirect supervision by the CDC Country Director and Deputy Country Director.

b. Supervision Exercised

Position has no direct supervisory responsibilities but as the senior technical expert provides work guidance to \_2-20 employees, TDYers or Public Health Fellows and has a results-oriented working relationship with \_2-8\_ implementing/cooperating partners, contractor officials, and/or host country partners.

c. Available Guidelines

Generally accepted disease prevention and detection international medical and ethical standards. Agency strategic objectives and operating provisions, UNMEER and WHO surveillance and survey guidance and standards. Agency mission statements and operational plans, U.S. Government (including agency and mission) and Ministry of Health rules, regulations, policies and technical papers issued both in writing and orally.

d. Exercise of Judgment

Job holder is expected to make independent and professional judgments on the quality and effectiveness methods and techniques used in implementing, analyzing and evaluating results of program activities and operational research projects and to develop strategies for eliciting cooperation and commitment for survey and other surveillance activities from implementing partners, senior level staff of other agencies and the Ministry of Health.

e. Authority to Make Commitments

Position has no authority to make financial commitments; however, in the course of program management responsibilities position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Job holder has limited authority to make non-contractual commitments related to project support and the provision of training and

f. Nature, Level, and Purpose of Contacts

Frequent contact at all levels within the U.S. Mission include developing and continuing liaison with relevant technical working groups, with agency public health colleagues at post and in agency headquarters, and with other agency public health colleagues (Regional and Washington) for purposes of coordinating and optimizing surveillance activities that achieve results specified in the agency strategic objectives. External contacts include senior level decision makers from MOH, universities with public

g. Time Expected to Reach Full Performance Level

One year.

### **Addendum 1**

operations and other actions designed to improve accuracy of data. Incumbent is responsible for working with PEPFAR, and GHS interagency colleagues in particular, to ensure that programs are working together to complement support and capacity building.

Job holder's advisory role also includes ongoing support for capacity building within the MOH and other partners to improve existing data collection and analysis, interpretation and integration of data describing disease prevalence, incidence and outbreaks into the national response. Job holder closely tracks health surveys of interest that are conducted by other public health entities. The incumbent works closely with agency staff across other IDSR diseases technical program areas to make sure that 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, impact evaluation and outbreak response.

Job holder works closely with partners, scheduling site visits and meetings with representatives of each collaborating partner organization on a regular basis to ensure program results are achieved and all surveillance programmatic activities pass through ethical review with the appropriate agency authority. Job holder provides updated technical information to partners as it becomes available. Job holder either provides or arranges for informational briefings and practical training for various target audiences (e.g., Ministry public health officials, local public health personnel, doctors, nurses) on the epidemiology of targeted disease and current surveillance methodologies to monitor disease occurrences. Job holder responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on surveillance strategies for Ebola-related and other emerging disease programs. Job holder collaborates with SI colleagues, MOH contacts and other implementing partner staff to formulate and recommend appropriate monitoring and evaluation (M&E) activities for on-going and future emerging infectious disease prevention, treatment and care programs. Job holder works with SI colleagues and partners to call attention to activities where the development and/or strengthening of appropriate data management systems that monitor health objectives and indicators for infectious disease prevention and other emerging disease programs is needed.

Job holder analyzes collected data related to overall surveillance services, summarizes and reports the findings of operational research to be used for reports of record, proposals, publications, and for presentations at national and international meetings. Job holder prepares regular and ad hoc progress reports on surveillance partner activities. Readers of these reports include agency and post management, other agency officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually. Job holder provides both oral and written advice and recommendations to supervisor in interpreting data on health objectives and indicators related to overall surveillance initiatives in country. Job holder provides technical direction to interested public health officials and organizations on how to develop proposals that result in a memorandum of understanding, grant, contract and/or cooperative agreement for interventions that deliver surveillance services. This supports greater initial understanding and consistency with USG/CDC policies and how such policies can integrate with host country policies and regulations. Incumbent works with the agency procurement, grants and/or contracts office, as well as partner representatives, to ensure that most current surveillance survey protocols are included in the signed grant, contract or cooperative agreement and gives technical advice and direction to grantees, program collaborators and host government partners in the development of work plans for implementation of activities following grants/contracts/cooperative agreement awards.

As a senior surveillance project management specialist, job holder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, and/or Annual Program Statement. Job holder reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

As an expert in public health disease surveillance and surveys, incumbent takes an active role in developing specific agency program goals and objectives for emerging disease surveillance initiatives designed to strengthen in-country surveillance systems. This includes collaboration on surveillance strengthening and capacity building initiatives proposed in the country operational plans, annual work plans, and regular progress reports related to surveillance activities. Incumbent prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the USG, HHS and the agency's public health program in Cote d'Ivoire.

### III. Administrative Management (20%)

Incumbent is responsible for providing oversight and monitoring the budgets allocated to surveillance implementing partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, ensuring quarterly pipeline reviews/budget status reports are completed, following up on irregular findings, providing advice for realignment of budgets, accruals.

Job holder maintains files and records in the surveillance data collection specific to the activities/programs for which incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to an outbreak (particularly as related to named individuals). 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 for recordkeeping purposes. Job holder participates in making arrangements for visits and serve as spokesperson as required. Serves as control for site visits for agency and inter-agency senior-level officials.

Monitors and reviews the results achieved by surveillance-specific implementing partners.

#### II. Interagency Coordination (15%)

The incumbent plays an active leadership role in the Mission's Global Health Technical Working Group (GHTWG) and/or the Multi-sectored Government Technical Group. In this role job holder collaborates in providing and interpreting emerging disease survey and surveillance data. The incumbent will make sure that surveillance systems are meeting the needs of the national response efforts and that agency surveillance activities are consistent with agency overall program priorities. The incumbent and the GHTWG will provide technical, programmatic and budgetary guidance to partners, organize partner conferences and workshops and respond to agency requests and taskers. Job holder represents CDC/Cote d'Ivoire at other technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials and interested officials of other USG agencies as appropriate 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 surveillance programs at administrative and strategic planning meetings. This includes all USG implementing agencies (Departments of State, Defense, Labor, Commerce, and Health - including Centers for Disease Control and Prevention, National Institutes of Health, Substance Abuse and Mental Health Services administration, Food and Drug Administration - USAID and Peace Corps).

Job holder serves on other intra- and inter-branch and agency working groups and projects, often taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, called technical evaluation groups, special infectious disease surveys and taskings, etc.

On behalf of the GHS Country Director incumbent may participate with other surveillance professionals on in-country committees on strengthening surveillance capacity in country. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for surveillance surveys on a national level. Based on information received in the national committees, job holder may recommend revisions to agency-level policies and guidelines for emerging disease surveillance

#### IV. Other duties as assigned (5%)

Incumbent will be required to perform other duties as assigned by the agency.

### 15. QUALIFICATIONS

#### E. Job Knowledge:

Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative requirements in development and support of grants, contracts, memoranda of understanding and cooperative agreements is required.

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#### F. Skills and Abilities:

Excellent overall computer skills (keyboarding with both speed and accuracy) and advanced skill levels in use of at least one of the more common epidemiologic data analysis software (EPINFO, STATA, SAS, or SPSS) is required. Excellent numerical skills for manipulating and reporting statistical data is required. Experience in the setting of computer software development standards, specifications and guidelines as well as experience working within already set standards to implement IT solutions is required. The incumbent will be expected to exercise tact in applying agency 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 persuade others, ingenuity and innovation will be required to influence collaborative organizations engaged in disease prevention, treatment and care programs to adopt appropriate strategies for improving the surveillance and survey process.

### 16. POSITION ELEMENTS

#### F. Nature, Level and Purpose of Contacts:

Contacts are made to exchange ideas, information, and data, to formulate policy, and to develop cooperative efforts and projects related to assuring effective surveillance and survey systems in country. At a one-to-one level, the purpose of contacts is to obtain, clarify or give information of a highly technical nature and to plan and coordinate work efforts or resolve problems associated with collaborative projects.