

## Position Description

Job Title: Public Health Specialist/ DoD S Sudan HIV/AIDS Program Manager  
Station of Work: Juba, South Sudan  
Reporting to: RTI International and U.S. DoD  
Duration: 12 months, plus options

### Description of Position.

As a consultant through RTI International, the DoD South Sudan HIV/ AIDS Program Manager will represent the United States Department of Defense (DoD) HIV/AIDS Prevention Program (DHAPP) with technical and programmatic oversight. This mid/senior-level position is responsible for the development, implementation, coordination, and evaluation of a broad range of US DoD funded HIV prevention, care and treatment program activities required to implement the President's Emergency Plan for AIDS Relief (PEPFAR) in S Sudan.

Seeking a skilled public health professional with:

- MPH, MSPH, or Masters in Health Policy, Epidemiology, Nursing, Medicine or a behavioral science field (MD or other advanced degree highly desirable);
- Three-five years of mid-to-senior level public health experience in HIV/AIDS and other STI program planning, implementation, grants, contract management, and budgeting, or closely related work that includes the analysis and interpretation of complex data, and the presentation of findings in written form;
- English and Juba Arabic language proficiency required (Speaking, Reading and Writing);
- South Sudanese national is preferable;
- Access to 'home office' space, if an office is not immediately available;
- Experience working in a clinical setting is highly desirable.

### Description of the Program.

HIV/AIDS programs in military settings involve training of master trainers and peer educators, troop level HIV/AIDS prevention education and behavior change communication, mass awareness campaigns, training for the multiple modes of HIV testing and counseling, training on HIV epidemiology and strategic information, building infrastructure and providing equipment for HIV testing and other service delivery sites, increasing HIV laboratory diagnostic and clinical capabilities, care and treatment management training, STI syndromic management, and defining metrics and documenting program effectiveness. Incumbent is the DoD's HIV/AIDS program coordinator between the aforementioned participating countries' Ministry of Defense and non-governmental organizations (NGOs) in the implementation of Prevention program activities. The incumbent represents the DoD on HIV issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Incumbent serves as the activity manager for grants and contracts, and coordinates funding; reporting, and administration with the extramural team to assure projects are successfully conducted and USG funds are appropriately utilized.

### Roles and responsibilities

#### 1. Program Management (75%)

Job holder acts as the U.S. DoD Office's primary representative for the DHAPP program by coordinating plans with host country Defense Force senior official (SPLA leadership, Medical Corps and SPLA HIV/ AIDS Secretariat), post senior officials and other HIV/AIDS representatives. Responsibilities include planning, organizing, implementing, coordinating, and monitoring results for program activities. Serves as a consultant and advisor to the host government defense force and other in-country partners in matters related to program activities aimed at preventing and treating HIV/AIDS among military personnel.

In carrying out these responsibilities, job holder:

- 1) Assesses the health needs of the host nation Defense Force through liaison with host government national, provincial, district and health zone levels, donors, multilateral organizations, NGOs, the private sector, local military communities and relevant professionals.
- 2) Assists in the development and implementation of new activities for HIV/AIDS prevention, care, treatment for the military, in collaboration and coordination with other partners in the sector, including USG partners, and in accordance with national guidelines.
- 3) Jointly leads and oversees all activities performed by/with the host national Defense Force HIV/AIDS Program office to ensure optimum success of the program. Monitors, provides guidance and oversees results of programs funded through grants, contracts, and other mechanisms to accomplish strategic objectives.
- 4) Tracks relevant indicators to monitor and evaluate the implementation process as well as performance results in collaboration with all partners (both national and USG). Organizes site visits to military bases, hospitals, clinics to

assess their engagement and use of the services delivered, and recommend/coordinate actions to meet needs for future activities.

5) Monitors implementation activities and collaborates with each partner organization on a regular basis to ensure program results are achieved. This involves regular site visits and meetings with representatives of each organization to review progress. Coordination of such activities involves close working relationships with senior to mid-level public health officials in the SPLA, Ministry of Health (MOH), military hospitals and clinics, and other bilateral organizations to facilitate the effective and efficient implementation of activities. Job holder presents findings and recommendations for appropriate remedial action to correct identified program deficiencies to the cognizant U.S. DoD office and DHAPP HQ.

6) Prepares regular and frequent oral and written reports to the DoD office, DHAPP HQ, inter-agency PEPFAR committees and other interested parties on the progress of specific program activities. Describes and summarizes program findings to be used for reports, proposals, publications and presentations at national and international meetings.

Produces project management documents including budgets, action memos, scopes of work, trip reports, annual reports, and activity checklists.

7) Carries out administrative functions for cooperative agreements, grants and/or contracts. Job holder provides technical direction for proposals that result in DOD/PEPFAR programs funded by a grant, contract and/or cooperative agreement. This ensures consistency with PEPFAR policies and host-country policies and regulations.

8) Oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, or Annual Program Statement and reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, participates with implementing partners in the development of work plans for implementation of activities, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, and recommends actions for improvement

## 2. II. Administrative Management (15%)

Job holder participates in budget development based on DHAPP/host nation military and country goals and is responsible for providing oversight and monitoring of budgets allocated for individual countries for South Sudan and to subsequent implementing partners and post within the country's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, assisting partners in the development of proposal documents (e.g. scopes of work) and option year documents; pipeline reviews/budget status/target setting/indicator progress reports and other DoD and PEPFAR required reports, following up on findings, providing advice for realignments of budgets, accruals.

Job holder will:

1. Maintain calendar of scheduled meetings with SPLA and implementing partner(s). This calendar will be shared with DHAPP HQ. Prepares and presents briefings for program visitors and participates in making necessary arrangements.

2. Create agendas for each meeting that are shared in advance of each meeting. The agendas will call for review of current activities, review of work plans and next steps to be monitored in future meetings. Agendas will be shared with DHAPP.

3. Prepare minutes of each meeting and circulate to all participants with one day of the meeting. Those minutes will describe discussion around current activities, work plans and next steps. Meeting minutes will be shared with DHAPP.

4. Site visits will be scheduled. The site visits will have protocols that identify areas for review. Site visit reports will be generated and shared with DHAPP and the sites describing findings and concrete steps for follow-up where needed.

5. An updated and accurate dossier of all program related documents (all year country plans, Annual Progress Reports, finalized budget information) will be maintained.

6. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to HIV/ AIDS infection (particularly as related to named individuals).

## III. Interagency Coordination (10%)

Facilitates partnership between implementing partners through daily/ weekly collaboration with colleagues and health professionals and contributes to an environment of teamwork among partners and the host government military. Communicates regularly (through oral presentations and written reports) with all interested parties: other health team members, the Ministries of Defense and Health, other partners and other USG donors. Submits a monthly written report to the DHAPP HQ summarizing progress and deliverables. Works to harmonize tools, strategies and reporting formats among partners. In working with partners, reports on and prepares presentations of DoD views, targets and accomplishments. Monitors, provides guidance to and oversees results of programs funded through grants, contracts, cooperative agreements and other mechanisms to accomplish strategic objectives.

Briefs senior DoD officials, PEPFAR and U.S. Mission country team and interested officials of other USG agencies as appropriate and prepares written reports for submission to other interested parties.

Job holder participates as U.S. DoD representative at inter-agency administrative and strategic planning meetings where recommendations for countrywide financial commitment targets for HIV/AIDS programs are developed. Such meetings may include representatives of other USG PEPFAR implementing agencies: Departments of State, Health and Human Services, USAID.

Job holder serves as the in-country DoD representative on inter-agency technical working groups (TWGs) where applicable for purposes of: a) assessing existing in-country assets and activities aimed at prevention, care, treatment of HIV infection; b) developing approaches to strengthening such activities with minimal overlap and unnecessary duplication; and c) ensuring effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency HIV/AIDS activities in country.

On behalf of the U.S. DoD Office, incumbent may participate with other PEPFAR professionals on in-country committees for HIV/AIDS issues. 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 on a national level. Based on information received in the national committees, job holder may recommend project modifications to the U.S DoD Office.

Note: This framework 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.

#### Credentials and Capabilities

##### a. Education:

Completion of a Master's in Public Health (MPH), Master of Science Public Health degree or host country equivalent in Health Policy, Epidemiology, Nursing, Medicine or a behavioral science field is required.

Higher-level degree is highly desirable (MD, DrPH, PhD).

##### b. Prior Work Experience:

Three-five years of mid-to-senior level public health experience in HIV/AIDS and other STI program planning, implementation, grants, contract management, and budgeting, or closely related work that includes the analysis and interpretation of complex data, and the presentation of findings in written form.

##### c. Post Entry Training:

Ongoing professional training focusing on expanding and updating knowledge, skills and abilities in HIV/AIDS prevention, counseling and testing, behavior change, care and treatment, program evaluation, practices, procedures. Agency-specific leadership development training. Attendance at select HIV program related conferences is required.

##### d. Language Proficiency: English and Juba Arabic language proficiency required (Speaking, Reading and Writing)

List proficiency by level (II, III) and specialization (sp/read):

e.g. English Level IV (Speaking, Reading and Writing)

##### e. Job Knowledge:

Comprehensive knowledge of current HIV/AIDS issues, prevention activities, community engagement, counseling and interventions, behavior change, testing, and treatment, with an emphasis on continuous quality improvement processes, is required. An in-depth knowledge of the range of programs, policies, regulations and precedents applicable to development and administration of national/ international public health program is required. Detailed knowledge of the host government health care system and structures (including familiarity with SPLA and MOH policies, program priorities and

regulations) is required. In-depth specialist knowledge of USG HIV/ AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of prevention programs is required. 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, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

Experience working in a clinical setting and/or with HIV patients is highly desirable.

#### f. Skills and Abilities

Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. Strong skills in interpretation of program monitoring and evaluation data are required. The incumbent will be expected to exercise considerable ingenuity and tact in applying DoD and PEPFAR guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders.

Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS programs to adopt appropriate strategies for their program activities. Keyboarding skills that includes accuracy are required. Intermediate user level of word processing, spreadsheets and databases is required.

#### Other Key Elements of the Position:

- Exercise of Judgment: Job holder must exercise a high degree of independent and professional judgment in modifying planned procedures to overcome political, logistical and technical obstacles and to meet strategic objectives. Job holder must be able to determine the quality and effectiveness of HIV/AIDS programs for the military establishment and to develop strategies for eliciting cooperation and commitment from implementing partners of the US, senior level staff of other agencies and the Ministries of Defense and Health for the implementation and evaluation activities.

#### Salary and Benefits:

- Salary will be commensurate with experience.
- Computer, phone and other necessary work equipment will be provided.
- Individual will work primarily from their own home office, with frequent visits to SPLA bases in Juba and surrounding areas, until a permanent work location is identified. Individual home office must have Internet access.

#### To Apply:

Qualified applicants may send:

- a cover letter stating their interest and relevant experience
- resume/CV
- include language proficiency

To: RTI Hiring Manager at [South-Sudan-Hire@rti.org](mailto:South-Sudan-Hire@rti.org)

Hiring close date: February 1 2012