

## **MAJOR DUTIES**

### **PUBLIC HEALTH SPECIALIST (MEDICAL EPIDEMIOLOGIST)**

**VA NUMBER: DARESSALAAM -2023-058**

#### **Job Overview**

Under the supervision of the DGHP Program Director, the incumbent will serve as a Medical Epidemiologist to provide comprehensive technical, administrative, and oversight support to GHS (Global Health Security) projects involving epidemiological data collection, quality control and data utilization, and monitoring and evaluation. The incumbent will also be involved in surveillance, research, systems strengthening, and investigation activities of host government ministries, international organizations, non-governmental organizations, and host ministry of health partners. The role will provide expert advice as the technical expert for multiple cooperative agreements, including several priority awards to the Ministry of Health.

Overall duties of this position include, but are not limited to:

- Program management, planning, and coordination
- Technical assistance and oversight
- Cooperative agreement management
- Interagency coordination

#### **Major Duties and Responsibilities**

##### **1. Technical assistance, consultation, and oversight (35%)**

As a recognized expert in epidemiology, the incumbent provides leadership and support for CDC Tanzania and DGHP supported public health programs including but not limited to: surveillance, research, systems strengthening, workforce, emergency preparedness and response, and investigation activities. The position also requires expertise and oversight support involving epidemiological data collection, quality control and data utilization, and monitoring and evaluation. The incumbent plays a lead role in strategic planning, project development, and drafting of the office-specific agency input into the previously mentioned technical areas of the annual development and planning of GHS activities. The incumbent contributes to public health evaluations and other operational research activities within CDC and USG. The position leads coordination and collaboration between CDC Tanzania in-country teams and CDC HQ teams to provide technical assistance to the Government of Tanzania and other partners in GHS priorities.

The incumbent must stay abreast of changes in the host country and international public health guidelines and strategic plans, advise agency management on observed strengths, weakness, and opportunities. Such changes may include new levels and trends in health conditions, status of key policies, and legal and regulatory changes that could affect the planning and implementation of GHS- and other CDC-funded and support programs as well as those by other stakeholders and partners. The incumbent meets frequently with in-country mid- to senior-level host government health professionals and program directors at the national and sub-national level as well as counterparts in non-governmental organizations, private sector, and international organizations.

The incumbent is responsible for communicating the needs, opportunities, recommendations, and updates both to and from the CDC, USG, Government of Tanzania, implementing partners, and other counterparts and interested parties in the public health sector. The incumbent provides timely technical updates that are useful to partners and counterparts in the GHS arena. The incumbent supports CDC and USG efforts to support and reform the public health sector to meet international commitments and guidelines.

## **2. Program and Cooperative Agreement Management (35%)**

The incumbent oversees and provides leadership and coordination, including assigning, delegating and evaluating work, of the surveillance, coordination, workforce, emergency management, laboratory, and informatics staff in managing implementing partners and supporting program implementation. The incumbent establishes the mission, goals, performance standards, and priorities with the USG team, host government, and partners, as well as develops the respective programs, policies and activities.

The incumbent serves as an advisor and provides assistance to the Country Director and DGHP Program Director on policies, activities, and operations in the technical management of public health programs to establish overall guidelines and policy and develop recommendations for studies and analyses. The incumbent serves as a primary liaison to coordinate study activities with implementing partners, including the governments and ministries of health. In this capacity, this includes providing the technical assistance and oversight required by CDC-funded cooperative agreements. The incumbent takes a major technical role in developing the Scope of Work (SOW), Funding Opportunity Announcement, Request for Application, or Annual Program Statement review of applications, supplemental awards, and requests for extensions of multiple GHS cooperative agreements. During and after the program implementation, the position oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor/project officer, recommending actions for amelioration. The incumbent will liaise with appropriate HQ extramural, acquisitions, and other teams as necessary to carry out programs at all stages of the program cycle. The incumbent serves as the lead focal point for communication and coordination for partners funded to carry out activities within the technical Country Office portfolio. The incumbent coordinates activities within CDC Tanzania, the interagency team, and other stakeholders as appropriate to address the goals and objectives of the CDC. The incumbent

negotiates with the host government and other partners to establish and conduct program activities of the office.

The incumbent serves as the subject matter expert (SME) and/or project officer when providing oversight to DGHP's implementing partners, including several priority awards to the Ministry of Health. The incumbent shares responsibility with the Program Director and HQ extramural and finance teams to ensure the proper and sustainable use of USG and CDC funds to continue programs and in alignment with CDC, DGHP, and GHS missions and programmatic priorities. The incumbent coordinates with other CDC CIOs (centers, institutes, and offices) to manage multiple funding streams supporting the shared cooperative agreement(s). The incumbent regularly coordinates with and advises implementing partners on the use of program funds in alignment with public health best practices and DGHP priorities during the course of activity planning, implementation, monitoring, and evaluation.

The incumbent analyzes and evaluates all project proposals, grant applications, and programmatic funding recommendations for conformance with program guidelines, grant regulations, budget ceilings, and CDC-related policies. The incumbent ensures the ethical and scientific integrity of all projects in consultation with CDC Division of Global Health Protection's Associate Director for Science and Institutional Review Boards, as appropriate. The incumbent reviews and verifies award requests received from implementing partners for conformance to programmatic approvals and technical recommendations. The incumbent assures the accuracy of obligations and carries out periodic reviews to ensure appropriate expenditures of funds in conjunction with the Extramural Office. The incumbent reviews the objectives of budget proposals to determine if appropriate and realistic. The incumbent recommends funding restrictions or other corrective action when deficiencies are noted.

### **3. Interagency Coordination (15%)**

The incumbent represents CDC, DGHP, and USG Tanzania programs at technical, policy, and strategic planning meetings, including meetings with the host government, implementing partners, and donor agencies at national and international levels; meets regularly with CDC HQ technical teams and SMEs; sits on USG working groups and ensure the CDC technical guidance and advice are presented in these forums. The incumbent communicates meeting recommendations and results to the supervisor and colleagues, both orally and in writing. For specific branch programs, the incumbent serves as the primary liaison between the in-country staff and the headquarters-based teams. The incumbent uses programmatic insight gained from the close working relationship with implementing partners to provide technical advice and guidance to headquarters and other agency country teams.

### **4. Administration and Leadership (15%)**

The incumbent serves under the CDC Tanzania leadership team to strategize, develop, and implement activities to help support DGHP's mission in Tanzania. The incumbent participates in strategic planning and program policy development for CDC Tanzania and DGHP. The incumbent

is responsible for assisting the Program Director in managing 3 LE staff in administration and technical supervision. This includes recommending/approving leave, monitoring employee performance, and general mentoring of staff. Under the guidance of the Country Director, the incumbent directs, guides, and evaluates technical staff to assure that correct scientific and management policies and procedures are implemented and followed on activities, cooperative agreements, contracts, and interagency agreements. Incumbent will carry out administrative duties as directed by the DGHP Program Director.

**Note:** The incumbent will also perform other duties as assigned. This position description in no way states or implies that these are the only duties to be performed by the incumbent.