

MAJOR DUTIES

PUBLIC HEALTH SPECIALIST (SENIOR IMPLEMENTATION SCIENCE ADVISOR)

VA NUMBER: DARESSALAAM -2024-012

1. Program Management and Scientific Oversight - 50%

The position will have substantial requirements for project management of multiple players engaged in implementation science, surveillance, research, and evaluation activities with critical technical supervision and guidance that will require high level project management skills including development of budgets and workplans for scientific investigations across multiple science-based portfolios in the CDC Tanzania Office. Project size will vary depending on the scale of the program, but project management and oversight responsibilities when accounting for CDC staff and implementing partners will exceed 20 people for life-cycle duration of scientific projects including large facility-based assessments, surveys targeting the general population or key populations, and other specialized mixed-methods assessments that involve working across multiple branches, teams, and implementing partner organizations. As part of project management responsibilities, the incumbent will make recommendations for adjustments to the workplan and the associated budget. In addition, the incumbent will continuously liaise with branch chiefs, program leads, activity managers, and cooperative agreement teams in ensuring efficient implementation of scientific related projects across multiple partner organizations and cooperative agreements.

The incumbent serves as a principal scientific advisor to the Science and Surveillance Branch Chief. This role includes serving as Activity Manager and Science Lead for up at least five CDC-funded cooperative agreements (CoAgs). The incumbent will oversee activities implemented against the approved workplans and budgets to identify potential irregularities that may require follow-up actions by the respective project officers, program leads, and branch chiefs. During continuation applications for CoAgs, the incumbent will play a lead role in providing oversight of science activities in CoAgs and manage restrictions on spending to ensure compliance with scientific approvals by CDC and the respective institutional review boards (IRBs) -- locally and within partner organizations such as academic institutions. CDC Tanzania implementing partners have a portfolio totaling \$145,000,000, for which the incumbent will provide scientific oversight and impose financial restrictions on CoAgs where necessary until requisite CDC scientific integrity and ethics approvals are obtained satisfactorily. The incumbent is responsible to work with CoAg partners to release scientific restrictions placed on their CoAgs – this will involve working with them to develop protocols for project determination approvals by CDC and local IRBs. As project of project oversight, such technical oversight of CoAgs will involve thorough

assessments between proposed activities and budgets against CDC Tanzania strategic priorities and PEPFAR guidance for science, research, and evaluation activities.

A core project management and technical oversight function of this position is to collaborate internally within CDC and externally with USG interagency teams and other donor agencies to assist the Tanzanian government and implementing partners in developing scientifically sound protocols and project designs to generate high quality data to inform the HIV and HIV/TB epidemic control efforts in Tanzania. In addition, the scientist will review and provide feedback on concept notes, protocols, tools, and proposed budgets for at least 10 science activities per year across CDC Tanzania and PEPFAR interagency mechanisms. Oversight role includes life cycle technical guidance to CDC program officers, branch chiefs, and implementing partners in the requirements and process for ethical review of protocols and clearance of scientific information products such as peer-reviewed manuscripts, scientific reports, and conference abstracts. In executing core management and oversight duties, the incumbent will represent CDC to the Government of Tanzania on diverse topics related to HIV/TB research and scientific endeavors in Tanzania. Other critical management and oversight responsibilities include: review of the Country Operational Plan (COP) to ensure that proposed activities are within the scope of the Operational Research Strategy/Agenda; preparation of technical analysis/assessments to identify areas for technical support and improved implementation to ensure that partners will reach overall goals and objectives; quarterly tracking of milestones, budget and concrete progress on implementation science activities across all branches.

2. Capacity Building - 20%

Builds capacity in science skills by mentoring and training program staff, government and local partners on science projects, using systematic approaches, to achieve better science skills. Capacity building will be woven through many of the tasks carried out by the incumbent. Capacity building will be carried out using best practices and systematic approaches developed by the incumbent as part of a team led by the Science and Surveillance Branch Chief. The position will be required to give recurring technical assistance and to facilitate and lead research/evaluation/surveillance trainings for various audiences (internal and external) and for various purposes (scientific methods, protocol development, data analysis, data visualization manuscript and report writing) for up to 50 people on average at one setting. The frequency of trainings may range from quarterly to twice annually. Beyond the delivery of trainings, the incumbent is expected to use specialized skills in pedagogical principles to lead the effective development of on-the-job trainings in formalized learning environment for staff from CDC Tanzania and implementing partners. Moreover, the incumbent will use rigorous evaluation frameworks to assess the effectiveness of trainings delivered as part of research/evaluation/surveillance efforts. In addition to routine projects within the scope of day-to-day duties for this position, the Branch Chief or senior leadership may assign special non-routine projects to the incumbent. For instance, the incumbent may be asked to lead the development of a special themed publication that pulls together scientific projects implemented across all PEPFAR /USG agencies in Tanzania for submission as a themed issue in a peer-reviewed journal. Such task

may occur over a one- to two-year period and involve coordination of more than a dozen organization entities and direct liaising with up to 50 persons (internal and external to CDC).

The incumbent will oversee capacity building efforts for the use of implementation science frameworks as part of continuous quality improvement. This involves developing implementation science training opportunities for diverse staff in CDC Tanzania, PEPFAR Tanzania, Government of Tanzania, and implementing partners supported by PEPFAR. S/he will serve as a mentor and coach to mid-level technical staff in the areas of data management and data analysis. The incumbent is be involved in strengthening staff capacity in accessing, analyzing, and using critical databases such as CTC2, CTC3, DHIS2, DATIM, Monthly Portal, population-based datasets, and other complex survey datasets. The incumbent will also build staff capacity in accessing and using CDC Scientific Clearance systems (e.g., eClearance and STARS) as well as the National Institutes of Health's Manuscript Submission (NIHMS) that CDC uses to make manuscripts publicly available via PubMed Central and CDC's Stacks as part of ensuring compliance with public access rules for federally funded science activities, consistent with regulations and policies set by the Department of Health and Human Services (HHS).

3. Interagency and partner coordination - 20%

The incumbent plays an active leadership role in the Mission's PEPFAR Surveillance, Research and Evaluation (SRE) Technical Working Group (TWG) and other multi-sectored technical groups. In this role, the job holder collaborates in providing and interpreting triangulated data from scientific investigations including HIV survey and surveillance data, implementation science data, and routine program data including through clinical surveillance efforts (e.g., surveillance of recent HIV infections, drug resistance surveillance, and mortality surveillance). The TWGs make sure that SRE systems are meeting the needs of the national HIV/AIDS Program and that agency SRE 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 and taskers. The incumbent will represent CDC Tanzania at other technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. This involves briefing senior agency officials, PEPFAR country team and interested officials of other USG agencies as appropriate on the results of such meetings and oversees the preparation of scientific information products from the crosscutting PEPFAR portfolio in Tanzania.

The incumbent is expected to represent CDC Tanzania in discussing and developing financial commitment targets for SRE programs at administrative and strategic planning meetings. This includes working with all USG PEPFAR implementing agencies in Tanzania including but not limited to Departments of State, USAID, Department of Defense, and Peace Corps. Moreover, the incumbent serves on other intra- and inter-branch and agency PEPFAR working groups and projects, often taking the project supervisor role in providing scientific oversight and guidance that have impact across all PEPFAR agencies. These projects generally have wide-reaching consequences for the HIV and HIV/TB response in Tanzania. For instance, the incumbent will play a senior advisory role in the planning and implementation of Population-based HIV Impact Assessment (PHIA) surveys targeting the general population to measure national seroprevalence,

incidence, and viral suppression. In addition, the position holder will provide subject matter expertise in the design and implementation of integrated bio-behavioral surveys (IBBS) targeting key and vulnerable populations. The PHIA and IBBS provide critical estimates that the PEPFAR interagency partners rely upon routinely to make programmatic decisions regarding geographic priorities and sub-population targeting. The incumbent will recurrently collaborate with PEPFAR professionals on in-country committees on strengthening SRE capacity in Tanzania. Such committees help to ensure consistency in the implementation of best practices for SRE efforts on a national level. Based on information received in the national committees, job holder may recommend revisions to the agency-level and PEPFAR team program policies and guidelines for HIV/AIDS and HIV/TB science activities. Lastly, the incumbent is routinely tasked with responding to requests from NGOs, health care organizations, and medical professionals for information and technical assistance on operational research projects and issues.

4. Administrative Management - 10%

The incumbent is responsible for tracking the budget of implementation science project whose funding comes from multiple cooperative agreements and/or across multiple implementing partners. (S)he provides oversight and technical assistance in tracking the implementation of activities, monitors and evaluates progress in carrying out the activities and meeting stated objectives of the cooperative agreement and/or implementation science project. The incumbent liaises with the agency cooperative agreements specialist and technical program specialists on technical reviews and funding awards. This include ensuring financial and programmatic accountability (including the review of accruals and pipeline, administrative approvals for expenditure, monitoring of expenditures vis a vis achievement of results, etc.). The incumbent will also be responsible for monitoring the restriction and lifting of funds related to human subject's research, for a diverse portfolio of CDC Tanzania CoAg totaling \$145,000,000 in any given funding cycle. The incumbent will support regulatory and oversight functions in the CDC Tanzania Science Office that will include direct follow-ups with staff across all branches to ensure compliance for mandatory CDC scientific trainings—namely Scientific Integrity and Quality Training (SIQT), Dual Use Research (DUR), Human Subjects Research (HSP), and Good Clinical Practice (GCP). The staff who are required to take these standard CDC trainings will depend on their roles in scientific activities. Staff members who are not compliant with SIQT and DUR for example will be barred from engaging in any science-related activity and those who are not compliant with HSP but are engaged in human subject research will be suspended from participating in such research activities until the training requirements are fulfilled with an official certificate of completion as evidence. In addition, if protocol violations occur during the implementation of protocol-directed science activities, the incumbent can promptly recommend suspension of such activities until corrective actions have been instituted as per CDC policies and US Government regulations governing human subjects research (45 CFR part 46; 5 U.S.C. 301; 42 U.S.C. 289(a); 42 U.S.C. 300v-1(b)). The incumbent prepares frequent oral and written reports to the Science and Surveillance Branch Chief, the Associate Director of Data and Science, and other CDC Tanzania leaders on progress with implementation science and SRE activities. The

Science and Surveillance Branch Chief may assign other ad-hoc administrative management and oversight duties to the incumbent.

Note: “This position 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.”