

TB-HIV Advisor

Grade 11

Salary N\$291,721 p.a. (starting salary)

Application process:

Namibian Candidates Preferred.

Interested applicants should submit their curriculum vitae together with certified copies of relevant documents to: The Human Resources Specialist, USAID/Namibia, 39 Post Street Mall, 6th Floor Channel Life Building, Windhoek, or mail to: The Human Resources Specialist, United States Agency for International Development, Private Bag 12028, Ausspännplatz, Windhoek, **no later than 12:00 am on Friday, October 24, 2008.**

Email applications (scanned certified copies of relevant documents must be attached) will be accepted. Please send all documents to **namibiajobapps@usaid.gov**. **No faxed applications will be accepted.**

Applications submitted will not be returned. Only short listed candidates will be contacted. For more information, please contact Ms. Olga Mujahere at (264) 61-273-729.

Detailed Position Description:

The TB-HIV Advisor serves as the primary technical advisor of USAID/Namibia's TB-HIV portfolio under the guidance and supervision of the Treatment Advisor. The incumbent will administer USAID/Namibia's TB-HIV program involving the President's Emergency Plan for AIDS Relief (PEPFAR) as well as Child Survival and Health (CSH) resources. The incumbent will provide high level programmatic assistance and support for the entire USAID/Namibia TB-HIV portfolio totaling more than \$3.5 million/year. S/he will be the primary resource person for the TB-HIV program and will be responsible for coordinating the flow of TB-HIV information across USG agencies working in Namibia.

The incumbent works under the direct supervision of the Treatment Advisor and assists in identifying, designing, managing, monitoring, evaluating, and reporting on Mission-funded health and HIV/AIDS activities involving TB-HIV. The incumbent keeps the HIV/AIDS Office and Mission management, as appropriate, apprised of technical issues, actions and results related to the implementation of TB-HIV programs. He/she raises awareness of challenges faced by TB-HIV implementing partners, ensures participation of USG partners in the TB-HIV taskforce of the MOHSS, and identifies opportunities to support the Ministry of Health to remove key operational issues in the implementation of TB-HIV prevention, care and treatment programs. He also participates actively in global forums such as the President's Emergency Plan for AIDS Relief (Emergency Plan) TB-HIV working group to keep abreast of best practices in TB/HIV prevention, care, and treatment.

S/he will support the Treatment Advisor and Manager of Clinical Services in overall program management and leadership, including strategic planning and budgeting, developing implementing mechanisms, identifying appropriate implementing partners. In that capacity, s/he will provide advice on achievement of related results. The incumbent is responsible for developing a thorough knowledge of current developments in health and the impact of HIV and AIDS on TB, and for establishing and maintaining close working relationships with representatives of public, private and not-for-profit organizations working on TB-HIV issues in Namibia. While carrying on duties, s/he will interact as needed with officials from USAID, US Embassy, Centers for Disease Control and Prevention (CDC), Peace Corps, and other USG Agencies, Namibian Government Officials at the National and Regional levels, and other Donors and NGOs. The incumbent will also serve as Cognizant

Technical Officer and Activity Manager for international and local TB-HIV partners working in Namibia. The TB-HIV Specialist will also represent USAID at public functions, government and donor meetings, and on the interagency PEPFAR task force.

14. MAJOR DUTIES AND RESPONSIBILITIES

A. Manage USAID/Namibia's Tuberculosis Program. (50% Level of Effort-LOE)

The TB HIV Advisor will manage the implementation of TB activities which includes project development, implementation and evaluation. The Advisor will:

- a). Meet regularly with implementing partners, applicants, grantees and Team members and develops and puts appropriate procedures in place to working with the USAID team and partners.
- b). Develop and monitor the implementation of TB/HIV grants and activities initiated in the USAID program. This includes appropriate planning to ensure that the program remains appropriate to Namibia and reflects the needs of Namibians.
- c). Work with USAID partners and other USG TB/HIV partners to develop and finalize documentation required for USG/Namibia, including an annual Country Operational Plan (COP), an intensive USG process completed in partnership with all USG agencies, Government and partners.
- d). Supervise the receipt, preparation, analysis and clearance, certification and approval process for program documents. This includes MAARDS, financial reports, requests for funding, semi-annual and annual reports and drafting of documents related to the Emergency Plan, etc. Document programmatic achievements for annual and semi-annual reports and prepare documentation for senior management on problems or on proposed changes in activity direction. On request, prepare analytical progress reports to USAID Senior Management.
- e). Identify short and long term technical assistance required for successful implementation of activities to support the development of TB/HIV program strategies. Draft, review and edit scopes of work (SOW) and assist in the identification, planning and processing required to obtain the required assistance.
- f). Ensure that adequate site visits and effective monitoring of partners is accomplished and prevents duplication of policy and program efforts.
- g). Coordinate the preparation and submission of partner budgets and works closely with the Controller and Financial Analyst to ensure transparency and accountability. Exercise financial stewardship for the TB/HIV program to ensure that funds are obligated on time, programmed and spent in a timely fashion.
- h). Establish and maintain strong linkages and cross-sectoral work with other teams in the design and oversight of programs which have synergistic elements
- h). In partnership with the USG, facilitate an internal USG review of the current USG TB/HIV program and further develop and monitor the implementation of a program that would include support to the National Program, USG partners and to the private sector.

B. Provide Technical Assistance (TA) in TB prevention, screening, care, and treatment to USG HIV/AIDS partners and their activities. (35% LOE)

The Senior Technical Advisor will provide TA in the areas of TB prevention, screening, care, treatment and integrated counseling/testing in TB programs for all USG partner activities and in partnership with USG Activity Managers. Each USG agency and partner has unique TA needs and great opportunities exist for sharing lessons learned among the agencies and partners. The Senior Technical Advisor would particularly work to:

- a). Improve TB screening and referral for case finding of TB across all USG programs, especially across all USAID-supported community and home based care programs.
The program would include both TB and non-TB partners and both facility-based and community and home based (CHBC) service delivery partners who need to further strengthen and integrate TB screening and care into

their programs.

- b). Strengthen synergies between the national TB and HIV programs and to strengthen the integration of the TB into HIV/AIDS programs.
- c). Improve data systems for case finding and monitoring. Support the harmonization of TB and HIV data systems, including the Electronic TB Register (ETR).
- d). Scale up training in TB prevention, screening, care and treatment across all USG partners, including in counseling and testing and CHBC programs.
- e). Strengthen infection control in USG-supported health care settings.
- f). Address human resource and technical assistance gaps in TB care.
- g). Share best practices and lessons learned in TB care from the region and across programs.
- h). Coordinate with the USG Strategic Information team on performance monitoring and evaluation for program activities, including the review and approval of survey methodologies and instruments.
- i). Provide data collection, analysis, and interpretation, advocacy, or other technical support as needed.

C. Provide TB/HIV Technical Assistance to the Government of Namibia National HIV/AIDS Program, National TB Control Program and the Global Fund (GFATM). (10 % LOE)

The Senior Technical Advisor will work with Government of Namibia (GRN) and partners to ensure the delivery of systematic and consistent TB/HIV TA to the GRN HIV/AIDS Program and TB Control Program. Special attention would be given to accelerating the GRN's National TB Control Program priorities. The Advisor specifically will:

- a). Maintain a good working relationship with GRN counterparts, donor representatives and other partners and customers.
- b). Serve as a liaison with the Ministry of Health and Social Services representatives, other partner ministries as appropriate, officials at the national, regional and district levels, and other donors and organizations supporting TB/HIV in Namibia.
- c). Hold regular policy dialogue and coordinates with Government counterparts and officials.
- d). Provide technical expertise, serves as a consultative resource and makes technical presentations for the GRN upon request and as available.
- e). Work to ensure USG efforts complement GRN activities and do not duplicate other activities of the GRN or other donors.
- f). Advise the USG team on GRN policies and programs related to TB/HIV.

One of the highest priorities for the Emergency Plan is to coordinate with the Global Fund to Fight AIDS, TB, and Malaria (GFATM). The Senior Technical Advisor would be available to provide consistent and high quality TA to the GFATM and recipients for TB/HIV, as available.

D. TB/HIV Technical Analysis (5 % LOE)

Provide high level technical analysis to the USG on HIV and TB issues such as global reports on TB, TB/HIV, and HIV epidemiologic trends, significance of data, research needs, etc. Attend high level meetings, represent the USG credibly and provide scientific analysis of public health problems. Report out on USAID successes in HIV and TB, including reports to Washington in order to keep the State Department and USAID informed on progress.

15. QUALIFICATIONS

a. Education:

- a) S/he must possess a Masters degree in Public Health and/or a Medical degree, Nurse Practitioner degree or certification or registered Nursing degree.

b. Prior Work Experience:

The successful candidate must be a recognized professional with a proven track record in international health specializing in Tuberculosis and HIV/AIDS, with at least seven to ten years of progressively responsible experience in program design, implementation, management and evaluation. Research experience is desirable. Five of these years must be in international work. Experience in Namibia is desired. General knowledge of African health conditions and systems is desired. The candidate must have experience developing, promoting and overseeing high-visibility programs and addressing political sensitivities under potentially difficult local conditions. USAID is interested in a senior technical professional for this position.

c. Post Entry Training:

Courses in Project Implementation, Project Design, Monitoring and Evaluation and Improving Quality of TB-HIV, MDR and XDR Service Delivery Programs (or their equivalent) are highly desirable.

d. Language Proficiency:

Level IV English is required for both oral and written English

e. Knowledge:

(1) Must demonstrate a sound knowledge of the main technical and substantive issues related to TB-HIV (2) Candidate must have program/project development and public health expertise, especially within TB-HIV management sub-Saharan Africa. (3) Candidate should demonstrate good understanding of African social, cultural and political context. (5) Candidate should demonstrate familiarity with PEPFAR programs, policies, and regulations.

f. Abilities and Skills:

Must be self-motivated and possess strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners; be able to communicate effectively both in speech and writing with a broad range of individuals and organizations, including high level officials of the GRN and the private sector; must have the ability to conceptualize, manage and evaluate activities;

16. POSITION ELEMENTS

a. Supervision Received:

The HIV/AIDS Treatment Advisor and Manager of Clinical Services is the immediate supervisor. Assignments are defined primarily by overall objectives to be achieved and suggested approaches to consider. Performance is evaluated primarily in terms of results achieved and compliance with policy.

b. Available Guidelines:

The Office of the Global AIDS Coordinator TB-HIV Guidance, U.S.G Namibia 5-Year Global HIV/AIDS Strategy; Global Pillar, Office of HIV/AIDS Expanded Response documentation and guidance, the ADS; Project Officers' Guide Book, Evaluation Handbook; the Federal Acquisitions Regulations Handbook; and Mission Orders.

c. Exercise of Judgment:

A high degree of independent judgment is required for the interpretation and application of all applicable

guidelines, and for situational assessment, decision making, planning, monitoring and evaluating design and program activities, reporting and other assignments.

d. Authority to Make Commitments:

Because the position is procured through a personal services contract, the incumbent cannot make financial commitments on behalf of the U.S. Government. The incumbent will exercise authority over the planning, implementation and management of project activities. All major written communications to parties outside the Mission involving policy are cleared by the supervisor and/or submitted as appropriate to the Mission Director for clearance.

e. Nature, Level and Purpose of Contacts:

Frequent contacts within the Mission, with high-level officials of the Ministry of Health and Social Services and other line ministries as appropriate, international donors, NGOs, CDC, USAID cooperating agencies, contractors and implementing partners to provide assistance and technical guidance, to obtain information on plans and opinions and to solicit cooperation.

f. Supervision Exercised:

This is a non-supervisory position. The incumbent will ensure coordination of activities with the Treatment Advisor and Manager of Clinical Services and National Strategic Plan for HIV/AIDS.

g. Time Required Performing Full Range of Duties:

Twelve months.