

HIV/AIDS Treatment Advisor

Grade 12

Salary N\$354,936 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, Ausspannplatz, 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 HIV/AIDS Treatment Advisor works with the United States Agency for International Development in Namibia. The incumbent serves as the primary USAID technical advisor on treatment and clinical services, which comprises the technical areas of Prevention of Mother to Child Transmission of HIV/AIDS (PMTCT), Pediatric Care/Treatment; Antiretroviral Therapy (ART); Pharmaceutical and Supply Chain Management; Testing and Counseling (TC), Tuberculosis (TB/HIV), Laboratory, and Clinical Care Services in Namibia. The Advisor provides guidance and direction for the implementation of technical aspects of the USAID/Namibia's HIV/AIDS portfolio, and manages agreements and contracts that provide PMTCT, ART, Pharmaceutical and Supply Chain Management, Laboratory, TB/HIV, and Testing and Counseling services. The Advisor strengthens HIV-related clinical palliative care in partnership with the Senior Technical Advisor on Care and Nutrition, and works with other USG personnel dedicated to prevention, care, and OVC service delivery. The Treatment Advisor supports the USAID Mission in Namibia, the USG Interagency Team, and the HIV/AIDS Office with the planning, management, implementation, and evaluation of treatment and clinical service delivery for people living and/or affected by HIV/AIDS. S/he works closely with other U.S. Government (USG) agencies to strengthen the USG treatment portfolio, liaises with development partners and stakeholders to ensure coordination of efforts, and serves as a primary contact with the Ministry of Health and Social Services (MoHSS) for treatment and clinical services supported by USAID funding.

The Treatment Advisor monitors the implementation of technical aspects of the Mission's HIV/AIDS USD \$17 Million/annum clinical portfolio, and specifically monitors the quality of treatment services for people living with HIV/AIDS. S/he supports the MOHSS in their implementation of the National Strategic Plan for HIV/AIDS, identifies approaches to be undertaken in resolving national problems and conflicts, and chairs an Interagency Technical Team (ITT) in treatment. The incumbent is responsible for the finalization of all treatment and clinical activity narratives and resource requests for the annual Country Operational Plan to the Office of the Global AIDS Coordinator. The advisor works in close collaboration with other ITT Chairs and USG agencies to identify crosscutting opportunities that strengthen treatment service delivery, facilitate linkages to community care settings, and maintains close contact with the Global Fund and other development and donor partners. The Treatment Advisor must establish a strong working relationship with the Ministry of

Health and Social Services (MoHSS), as well as other line Ministries as appropriate to ensure expansion of clinical and treatment services throughout Namibia.

The position is supervised by the HIV/AIDS Office Director, and keeps the HIV/AIDS Office and Mission management, as appropriate, apprised of technical issues, actions and results related to the implementation of treatment programs. He/she raises awareness of challenges faced by treatment implementing partners, ensures participation of USG partners in the Technical Advisory Group for Clinical Services of the MOHSS, and identifies opportunities to support the Ministry of Health to remove key operational issues in the implementation of treatment programs. He also participates actively in global forums such as the President's Emergency Plan for AIDS Relief (Emergency Plan) Treatment and PMTCT Technical Working groups to keep abreast of best practices in treatment and clinical service delivery.

14. MAJOR DUTIES AND RESPONSIBILITIES

A. Manage USAID/Namibia's current Treatment and Clinical Care Services Program (40% Level of Effort-LOE)

- Serve as the Cognizant Technical Officer (CTO) or activity manager of treatment, supply chain management, and clinical service strengthening activities, namely – Capacity Project (IntraHealth), Strengthening Pharmaceutical Services (SPS), Supply Chain Management Systems (SCMS), and University Research Services (URC).
- Supervise and Mentor the Technical Advisors for TB/HIV, and Counseling and Testing
- Work closely with the Systems Strengthening and Capacity Development Advisor on Human Resource Planning, information system strengthening, and longer term GRN ARV systems strengthening efforts.
- Provide technical support to the clinical aspects of the palliative care program managed by the Senior Technical Advisor in Care and Nutrition
- Develop and monitor the implementation of HIV-related treatment and clinical service programs initiated in the USAID/Namibia program. This includes critical planning to ensure that the program remains appropriate to Namibia and reflects the needs of Namibians.
- Oversee the management of the clinical services programs and implementing partners, including ensuring that activity reports are timely submitted to the mission, and identifying the necessity for realignment or course correction of program activities; exercising oversight on how clinical services program budgets are being allocated and spent and ensuring that quarterly financial reports are timely submitted to mission.
- Work with designated members of mission Strategic Objective teams to supports multi-sectoral programming and technical accuracy, in particular as it relates to treatment and clinical service activities developed to achieve PEPFAR and other Presidential Initiative goals and objectives.
- Prepares technical and program assistance documentation and program Statements for acquisition and assistance actions, including new agreements, amendments, and incremental funding; drafts statements of work and illustrative budgets; and, prepares quarterly accrual estimates and tracks funds for activities implemented by partner organizations related to assigned area of responsibility.
- Maintains responsibility for financial management of assigned activities, which includes ensuring that obligations, expenditures, and budget pipelines conform to work plans; ensures appropriate and timely incremental funding of activities.

B. Provide Technical Assistance in HIV-Related Treatment and Clinical Care Service Programs (40% LOE)

- Serve as a technical advisor to the USG PEPFAR Program on HIV/AIDS clinical services and related pharmaceuticals and supplies.

- Provide technical and programmatic leadership on PMTCT, treatment, and clinical services to the Government of Namibia, USG PEPFAR Team, USAID/Namibia, and HIV/AIDS partner organizations.
- Serve as a key USAID treatment advisor with the Ministry of Health and Social Services, and other partner ministries as appropriate; officials at the national, regional and district levels; with other development partners and private organizations supporting HIV/AIDS Treatment and clinical service delivery in Namibia
- Coordinate and adapt lessons learned for treatment and clinical services to further strengthen and expand interventions to achieve PEPFAR and GRN goals.
- Participate in the Interagency Technical Team (ITT) and Technical Advisory Committees (TAC) for Treatment and Clinical Services
- Work with the USG Systems Strengthening Interagency Technical Team to move ARV procurement programs and activities into more sustainable partnerships.
- Support the analysis of the quantifications and forecasts predicted to meet national treatment service delivery targets, determine current funding sources, and support recommendations for strategies for longer-term financing of the national ARV program.

C. Communications, Program Development, and Reporting Responsibilities (20% LOE)

- Establishes and maintains contact with senior officials of the Office of the Global AIDS Coordinator (OGAC), USAID Washington Office of HIV/AIDS (OHA) and Africa Bureau, and Government of the Republic of Namibia, local and international organizations, and other USG Agencies involved implementing the PEPFAR program in Namibia.
- Keeps currently informed on political, social and economic developments in Namibia and the region including lessons learned from HIV/AIDS clinical initiatives in other African countries and the southern Africa region in particular.
- Provides strategic technical advice for, and prepares relevant sections of key PEPFAR planning and budget documents, such as the Country Operational Plan (COP), semi-annual and annual progress reports, and Congressional Notifications; and, participates in the Inter-agency Working Group for the PEPFAR Plan in Namibia.
- Coordinates with other development partners who are funding clinical services and commodities/drugs in the country; works to ensure efforts complement rather than duplicate each other; meets with groups of development partners as well as individually to discuss and develop strategy on matters of common and mutual interest.
- Seeks opportunities to explore new Mission-supported options such as the development of public/private partnerships with insurance companies to improve access to quality treatment services in the private sector.
- Prepares correspondence and cables related to implementation, management, and evaluation of treatment and clinical services.

15. QUALIFICATIONS

a. Education:

Must possess a medical degree (MD), with at least 7 -10 years of international experience and knowledge of public health and HIV/AIDS clinical services in Africa. Must have 7 years of relevant professional experience in program design, management, and technical oversight with treatment and clinical services, especially experience working within HIV/AIDS settings in a developmental country context. In addition to a medical degree, an MPH in Public health or equivalent field would be desirable.

b. Prior Work Experience:

At least ten (10) or more years of progressively responsible professional-level experience in treatment and clinical service delivery, especially experience working with HIV/AIDS issues and programs is required. Program design, strategic planning, and program management and implementation experience in a developing country text in Africa is critical. Experience working with international health programs is highly desirable.

c. Post Entry Training:

Courses in Project Implementation, Project Design, Monitoring and Evaluation and Rational Pharmaceutical Management/Supply Chain Logistics 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 treatment, prevention of mother to child transmission of HIV, Pharmaceutical and Supply Chain Management, Counseling and Testing, TB/HIV, and clinical palliative care services. (2) Candidate must have program/project development and public health expertise, especially within HIV/AIDS prevention, care and treatment settings in 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 and Health Office Director 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:

Office of the Global AIDS Coordinator PMTCT, ART, and Clinical Treatment Guidelines, 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 supervisory position. The incumbent will supervise and mentor the Specialists for TB/HIV and Testing and Counseling, and ensure coordination of their activities with the National Strategic Plan for HIV/AIDS. activities.

g. Time Required Performing Full Range of Duties:

Twelve months.