**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. **POST** US Embassy
   - Nigeria

2. **AGENCY**
   - Centers for Disease Control and Prevention

3a. **POSITION NO.**
   - 35601A96126

3b. **SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**
   - [ ] Yes  [ ] No

4. **REASON FOR SUBMISSION**
   - [x] a. Redescription of duties: This position replaces
     - Position No.
     - (Title) (Series) (Grade)
   - [ ] b. New Position
   - [ ] c. Other (explain)

5. **CLASSIFICATION ACTION**
   - a. Post Classification Authority
   - b. Other
   - c. Proposed by Initiating Office
     - Public Health Administrative Management Specialist (Cooperative Agreements)

6. **POST TITLE POSITION (if different from official title)**
   - Public Health Administrative Management Specialist

7. **NAME OF EMPLOYEE**

8. **OFFICE/SECTION**
   - Centers for Disease Control & Prevention
   - a. First Subdivision
     - CGH/DGHT
   - b. Second Subdivision
     - Partner Management & Cooperative Agreement Branch
   - c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

   Printed name of Supervisor
   
   Signature of Supervisor Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

   Printed name of Section Chief or Agency Head
   
   Signature of Section Chief or Agency Head Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

   Printed name of Admin or Human Resources Officer
   
   Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
13. BASIC FUNCTION OF POSITION

Job holder is one of the three specialists in the Partner Management & Cooperative Agreements Branch (PM CAB) who assists the LE Staff Deputy in oversight and day-to-day management and administration of agency grants and cooperative agreements to support and promote effective and coordinated implementation, monitoring, and overall management of activities funded under the President's Emergency Plan for AIDS Relief (PEPFAR) and carried out by implementing partners (IPs) in Nigeria. Incumbent manages a cooperative agreement/grant portfolio with an annual value of up to $50 million and is responsible for daily guidance and communication to grantees/IPs and for processing all cooperative agreement/grants management activities including applications, supplements, pre-award and post-award actions, closeouts; coordination of extramural processes; conducting detailed budget analysis; and monitoring expenditures and fiscal progress relative to approved budgets through monthly reports and data collection.

14. MAJOR DUTIES AND RESPONSIBILITIES

I. Management of Administrative Aspects of Cooperative Agreements 35% of time

Job holder serves as a Cooperative Agreement Specialist and point of contact for all HIV/AIDS-related grants and cooperative agreements as well as the liaison with agency headquarters' grants and acquisition teams on the administration of technical reviews and funding awards. Job holder's portfolio includes between 5-8 plus cooperative agreements within annual portfolio value of approximately $50 million. This role requires that the job holder be thoroughly acquainted with the purpose, terms, conditions, and the respective roles and responsibilities of the recipient, the program manager, and the program officer.

This responsibility requires the development of close working relationships with program and technical officers (Project Officers, Lead Activity Managers and Activity Managers) within CDC Nigeria and senior staff of collaborating partner agencies to ensure that partners meet all objectives and outputs. This includes:

a) As the knowledgeable source of both the administrative aspects of cooperative agreements management at post and host country and USG policies and procedures, job holder coordinates within a team consisting of project officers, team leads, public health specialists, and implementing partners (IPs) to make sure that programs are conducted according to the terms and conditions in the notice of award and that USG funds are appropriately utilized. Responsibilities include development, coordination and technical oversight of the Funding Opportunity Announcements (FOA); communication and guidance to the IPs on all aspects of reporting and cooperative agreement/grants management activities including applications, technical reviews, funding packages, supplements, all pre-award and post-award actions, extension requests, closeout, and other matters as they arise; and liaison with the agency Program Budget & Extramural Management Branch (PBEMB) and the Office of Grants Services (OGS) to process above mentioned activities.

b) Job holder works closely with lead activity managers and program activity liaisons on monthly monitoring activities, supplemental awards reviews, and requests for extensions. Job holder provides advice as needed to the technical branch chiefs, section heads, program managers, project officers and implementing partners on all aspects of cooperative agreement management and reporting. Job holder also provides advice on the soundness of administrative controls contained in a proposal, procedural correctness of any modifications to the implementing agreement, the provision or withholding of funds, and whether to discontinue an activity to partner management sub-contractors/grantees that fail to meet program requirements. Job holder provides detailed procedural advice and guidance to other members of the cooperative agreement portfolio including the technical branch chiefs, the lead activity managers, the activity managers, on how to coordinate the review of all applications, supplemental awards, requests for extensions and funding for technical and budget soundness.

c) Job holder serves as one of the administrative liaison with the agency headquarters office of Grant Services to ensure all necessary documents are complete and submitted in a timely manner. Job holder closely tracks reports on supported cooperative agreement activities (quarterly reports, continuation applications, supplemental applications, and financial reports) Provides technical assistance and support to cooperative agreement partners in developing work plans and spend plans. In collaboration with CDC Nigeria Associate Director for Science (ADS), ensures that appropriate programmatic activities and study protocols meet human subjects requirements and pass through ethical review in liaison with the CDC Atlanta ADS.

e) Assists in conducting annual PO and ad hoc site visits & Business Service Review System (BSR) to cooperative agreement partners HQ and state offices to assess and provide oversight regarding the business systems and management of the partners. Provides technical assistance to grantees to resolve challenges.

f) Assist in coordination and/or providing trainings and quarterly review meetings/calls with partners to review quarterly progress of program implementation.

II. Management of Fiscal Aspects of Cooperative Agreements 35% of time

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Job holder’s expected portfolio includes approximately 5-8 cooperative agreements with numerous partner management subcontracts with an annual portfolio value of approximately $50 million. This responsibility requires the development of close working relationships with program and technical officers (Project Officers and Technical Activity Managers) within CDC Nigeria, and the leadership staff of collaborating partner agencies, such as the Principal Investigator, Business Official, and senior staff such as Director of Finance and/or technical branches to ensure that partners meet all objectives and outputs.

Based on review of grantees’ budget submission, job holder provides recommendations to PMBAC Deputy, project officers and members of the CDC Nigeria technical team when any changes to the program description, technical provisions and/or any other term or condition of the award are necessary, along with a justification for the proposed action. This involves:

a) Providing suggestions to implementing partners on how to develop financial controls, monthly spend plans, quarterly and annual budget plans for the project as well as how to adhere to reporting requirements. Job holder develops solutions with implementing partners and program managers for resolution of recordkeeping discrepancies. In coordination with technical branch chiefs, lead activity managers, activity managers, and project officers, review all applications, supplemental awards, all redirection requests, tracking of audit requirements, requests for extensions, and funding for technical and budget soundness and advice and recommendation to agency management on proposals;

b) Analyzing monthly pipeline expenditures of grantees and updating the senior cooperative agreement specialist, PMBAC Lead and the CDC finance team on the outcome of the analyses; and communicating final reviews and comments to the implementing partners. Job holder also reviews the monthly spend plan proposals from the grantees for accuracy and compliance with the Country Operational Plan Budget to ensure grantees are spending in line with the approved budget allocation by object class and activity by program area.

c) Developing and maintaining tools and systems to track and monitor resources provided to IPs as well as progress towards approved goals and objectives including administrative and financial issues, proper expenditure documentation and control practices, and timely submission of required financial and other reports. Job holder reviews and make recommendations regarding the provision or withholding of funds, or to discontinue an activity to grantees which fail to meet program requirements. Examples include failure to provide reports in a timely manner, misuse of funds, or unauthorized purchases with program funds. This information is gathered through periodic site visits following a standard tool to assess partner performance.

d) Supports HIV/AIDS technical branch chiefs and the CDC finance team in monthly analysis of grantee pipeline expenditures. Job holder also reviews grantees’ monthly spend plan proposals for accuracy and compliance with the COP budget to ensure grantee expenditures are in line with approved budget allocation by object class and activities by program area.

e) Develops and maintains budget monitoring and tracking systems that monitor partner progress towards approved goals and objectives regarding administrative and financial issues, expenditure documentation and control practices, and timely submission of all required financial and other reports. This information is gathered through periodic assessments and monitoring tools constantly been developed to assess partner performance.

III. Records Management of Implementing Agreements

15% of time

a) Serves as the central source responsible for setting up and maintaining tracking systems for required programmatic and financial reports from funded partners and updates cooperative agreement files for CDC-Nigeria (electronic and hard-copy systems), including documentation from the initiation of the funding process through the close out of the award for each cooperative agreement. Documentation includes original funding opportunity announcements (FOAs), application, technical reviews, awards, site visit reports and recommendations, correspondence, supplemental and continuation requests, reprogramming requests and required programmatic and financial reports for each implementing partner by budget year.

b) Ensures that systems are in place and maintained to provide timely notification of appropriate agency and partner staff of deadlines for FOAs, deadlines for interested parties to file applications in response to FOAs, partner continuation requests and required partner financial reports and funding mechanisms. Together with agency headquarters and other program staff, prepares monthly and annual calendars of actions related to the administrative management of the implementing instruments including providing site visit schedules, routine trainings for staff and grantees, setting deadlines for important actions necessary for grants management (continuing applications, FOAs, supplements) and other date sensitive elements.

c) Verifies that all documents related to assigned cooperative agreements are complete and submitted to the requiring offices in appropriate and auditable records management format. Job Holder develops guidelines and recommendations for cooperative agreement recipients regarding administrative aspects of implementation, reporting and administration of the various cooperative agreements.
d) Establishes management controls to limit access and ensure the integrity of the agreement files and databases used for PEPFAR reporting purposes.

e) Serves as a liaison and POC for the newly Grants Management Module (GMM)—the HQ SharePoint tool for processing all Agency grant award actions.

IV. Interagency Coordination

10% of time

Incumbent serves on selected inter-agency technical working groups that propose and coordinate inter-agency program components of HIV/AIDS activities to be carried out through cooperative agreements partnership frameworks. Recommendations from the technical working groups play a key role in the development of the overall PEPFAR program in country. The working groups include interested parties from among USG PEPFAR implementing agencies (Departments of State, Walter Reed Program, and, USAID, host country government officials, and collaborating agencies and organizations.

Provides input into the COP development processes and supports the interagency partner portfolio reviews processes by maintaining program management tools used to allocate and track resources provided to in-country partners. Provides input to agency management during the COP initial discussions regarding potential administrative initiatives and guidance that will increase reporting accuracy and timeliness.

Serves as the backup for the PMCAB Deputy on PEPFAR Finance Technical Working Group during the annual COP development and planning period.

V. Other Duties

5% of time

Incumbent will be required to perform other duties as assigned by the Agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:
Bachelor’s degree or host country equivalent in Public Health, Health Administration, Public Administration, Business Management and/or Administration, Economics, Finance, Pure Science, Applied Science or Social Sciences is required.

b. Prior Work Experience:
This position requires 3 years of progressively responsible grants management experience in a public health field or a health-related international development organization.

c. Post Entry Training:
Incumbent will be required to complete agency-specific grants and management training as provided by agency headquarters. Training will be expected to take at least 40 hours of classroom or online training. Other required training includes effective communications, budget analysis and fiscal management, leadership development, agency-specific project officer training, and PEPFAR-specific tools utilization.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (I, II, III) Level IV (fluency – speaking/reading/writing) in English and is required.

e. Job Knowledge:
Job holder must possess knowledge of implementing partner management and grants/cooperative agreements programs, policies, regulations, protocols and ethical considerations applicable to the development and administration of national and international HIV/AIDS public health programs. Job holder must have a good working understanding of the PEPFAR and good working knowledge of U.S. Government public health programs and strategies. Good working knowledge of host government and international public health systems is required. Knowledge of administrative, budgeting and fiscal management systems in support of funding mechanisms such as contracts, cooperative agreements, grants, and acquisitions is required.
f. Skills and Abilities:
The ability to assess grants management issues and develop realistic solutions is required. Excellent inter-personal skills in order to coordinate with USG and implementing/cooperating partners to ensure mutual cooperation are required. Ability to coordinate and negotiate effectively with host government partners and inter-agency partners is required. Intermediate user level of word processing, spreadsheets and databases is required. Basic database experience is also required.

16. POSITION ELEMENTS

a. Supervision Received:
Position is directly supervised by the Partner Management and Cooperative Agreements Branch Deputy.

b. Supervision Exercised:
Job holder is not required to directly supervise but does provide work guidance to branch chiefs, lead activity managers, activity managers and other partner management staff within the branch.

c. Available Guidelines:
Code of Federal Regulations, Federal Acquisition Regulation, Grants Policy Administration Manual, CDC specific regulations and requirements for developing and implementing grants, contracts and/or cooperative agreements, PEPFAR strategic objectives and operating provisions, and the COP.

d. Exercise of Judgment:
Position has wide latitude to manage grants management activities that supports HIV/AIDS projects and is required to constantly look for opportunities to support such activities in a more efficient and cost-effective manner. This includes ability to execute management change at the administrative level.

e. Authority to Make Commitments:
Position has no authority to make commitments but provide high-level administrative, financial and technical assistance to implementing partners and may amend existing procedures and practices. The job holder will make recommendations on funding of applications for financial assistance from the USG based on merit of the proposals and appropriateness of budget requests.

f. Nature, Level and Purpose of Contacts:
Level and nature of contacts (Complex-High). Mission, inter-agency PEPFAR, and agency contacts at all levels, but primarily senior and mid-level, for purposes of ensuring cooperative agreement and contract activities to meet PEPFAR objectives. Interaction with CDC Director, Deputy, Senior Management, Technical Officers, and Program Coordinators regarding resources needed for meeting strategic management objectives. Cooperating/implementing partners at the mid to upper management level for reporting, monitoring and management control purposes. Host government participating partners at the mid- to upper-level management for financial reporting purposes. Job holder must have strong communication skills as job entails constant communication on routine and complex matters. Tact is required in dealing with public health counterparts on matters where cooperating partner administrative reporting requirements do not meet PEPFAR procedural or USG assistance requirements.

g. Time Expected to Reach Full Performance Level: One year.