

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

Strengthen Acute Flaccid Paralysis (AFP) Surveillance and Routine Immunization (RI) Activities	50%
<p>Detecting every poliovirus transmission on time is critical to controlling and mitigating an outbreak, which will further stress an already shaky healthcare system. To improve surveillance, it must, at a minimum, meet global standards in all LGAs. An Immunization Specialist dedicated to providing oversight to surveillance, routine immunization activities in-country, specifically in the high priority states, will be critical to improving the surveillance and routine efforts in those states and ultimately in Nigeria</p> <p>The incumbent will work closely with partners to support host country activities that strengthen Acute Flaccid Paralysis surveillance and immunization activities at the national, state and Local Government Area level. To ensure program results are achieved and all surveillance and immunization activities are conducted and evaluated on a regular basis, the incumbent will support the improvement of Routine Immunization coverage in Nigeria through collaboration and support to NPHCDA and National Stop Transmission Polio (NSTOP). This individual will participate in the National Emergency Routine Immunization Coordination Centre (NERICC), in the organized quarterly Routine Immunization Lot Quality Assurance Sampling activities, and in the NERICC monthly Routine Immunization Supportive Supervision (RISS). The incumbent will also participate in in-country surveillance peer review exercises and follow-up with states and LGAs including monitoring and support of implementation of recommendations to states in previous peer review exercises, national and state level Acute Flaccid Paralysis surveillance and RI supportive supervisory visits, support Acute Flaccid Paralysis peer review and case validation exercises in conjunction with state surveillance/PEI teams etc. Additionally, in collaboration with NPHCDA and the polio EOC, the incumbent will plan and conduct regular/periodic visits to districts of concern (based on the data/information) to review Acute Flaccid Preventable, measles, and other Vaccine Preventable Disease surveillance performances, and provide feedback to improve polio, Acute Flaccid Preventable, measles, and other Vaccine Preventable Disease surveillance and Routine Immunization coverage. The incumbent will support NSTOP with implementing quality surveillance and RI activities, and will provide technical inputs for the planning and implementation of immunization activities in high-risk communities and transit-points as well as support migrant population strategies. The incumbent will actively participate in surveillance working group (SWG) meetings and provide recommendations for surveillance strengthening strategies for the country as well as participate in national to state level surveillance supervisory visits together with members of the SWG as scheduled.</p>	
Support Polio Supplemental Immunization Activities (SIA) Campaigns and other polio activities	20%
<p>The incumbent will collaborate with the polio Emergency Operations Center (EOC) and NERICC staff in developing plans to ensure that campaign activities facilitate improvements in the routine Expanded Programme on Immunization (EPI) Program. The incumbent will provide technical input for the planning and implementation of immunization activities in high-risk and transit points as well as support migrant population strategies. Additionally, the incumbent will support the planning, supervision, and monitoring of Supplemental Immunization Activities (SIAs) required for polio eradication, including National Immunization Days (NIDs), mop-ups and outbreak response activities. The incumbent will also provide guidance to the polio Emergency Operations Centre (EOC) and National Primary Health Care Development Agency (NPHCDA) in developing strategies and plans for the training of EPI staff regarding polio eradication and implementation interventions to achieve eradication. Additionally, the incumbent will prepare regular program reports and follow-up documentation of special activities for polio eradication of polio.</p>	
Monitoring, Evaluation and Reporting	20%
<p>The incumbent will work closely with NPHCDA staff and participating partners to make sure immunization data is collected at the LGA and state levels and provides targeted information that can be used to support program planning, policy development, advocacy, and impact evaluation. The incumbent will analyse the data collected via the District Health Information System (DHIS2) system and the SMS texting platform at the Local Government Area and state level and will use the information generated to inform the actions to take to address identified gaps and provide updated oral and written technical information to the NPHCDA's NERICC as it becomes available. Additionally, the incumbent will recommend to CDC, NSTOP, and NPHCDA leadership, courses of action to take in program operations and other actions designed to improve accuracy and completeness of surveillance data for the strengthening of Acute Flaccid Preventable surveillance and Routine Immunization activities. The incumbent will collaborate with National Primary Health Care Development Agency (NPHCDA) and other partnering agencies to recommend and formulate appropriate surveillance activities for on-going Routine Immunization activities. Furthermore, the incumbent will work with country colleagues and partners to call attention to activities where the development and/or strengthening of appropriate data management systems that monitor health objectives and indicators for immunization-related programs is needed.</p>	

Technical Assistance

10%

In consultation with NPHCDA and in tandem with NSTOP, the incumbent will participate in the planning and implementation of AFP, polio, and other Vaccine Preventable Disease surveillance training workshops for national, state, and LGA staff as well as partners. Additionally, the incumbent will support the development of situational analysis and reports for the polio and Routine Immunization advisory bodies and other organizations and/or institutions that make decisions of immunization activities in the country. The incumbent will also work closely with the National Emergency Operation Centre and National Emergency Routine Immunization Coordination Centre (NERICC) on developing, implementing, and monitoring strategies for strengthening Acute Flaccid Preventable and other Vaccine Preventable Disease surveillance as well as Routine Immunization coverages across the nation. Furthermore, the incumbent will support coordination, planning, and monitoring of NSTOP work plans.

Note: This position description in no way states or implies that these are the complete duties to be performed by incumbent. Incumbent will be required to perform other duties as necessary and requested.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education:**

Medical Degree (MBBS/BMBCh) or Masters Degree in public health, epidemiology, demography is required.

b. Prior Work Experience:

Five (5) years of mid- to senior-level public health experience in the public health programs: planning, training, management and development of epidemiological surveillance and/or large scale surveys, immunization with emphasis on disease eradication and control; and one (1) year experience at the managerial level is required.

c. Post Entry Training:

Attendance at ongoing professional seminars focusing on changing public health surveillance and survey standards, protocols, monitoring and program assessment/evaluation systems is required. Global Immunization and agency-specific training in approaches to program design, implementation and reporting. Job holder will participate in the planning and implementation of AFP and other VPD surveillance training workshops for national, state, and LGA staff as well as partners.

d. Language Proficiency: List both English and host country language (s) proficiency requirements by level (II, III) and specialization (sp/read).

Level IV (Fluent) speaking/reading/writing of English is required.

e. Job Knowledge:

Job holder is required to have detailed knowledge of the epidemiology of Polio, Vaccine Preventable Diseases (VPD), immunization data systems, Acute Flaccid Paralysis (AFP) surveillance, surveillance systems, Supplemental Immunization Activities (SIAs) including a detailed knowledge of the agency's role and function in supporting the host country's RI and surveillance system, and intra-agency procedures for coordination with agency headquarters. The incumbent is required to have detailed knowledge of immunization program improvement interventions, polio eradication strategies, research methods and the collection, analysis and presentation of public health/epidemiologic data in order to plan, design, direct the implementation of and strengthen procedures for collection, analysis and dissemination of immunization epidemiological and surveillance data. This includes knowledge of the principles, theories and practices of USG and internationally recognized standards for RI, polio, and surveillance as well as the regulations and procedures. Detailed knowledge of the host government health care system and structures including familiarity with Ministry of Health

policies, program priorities and regulations is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Working knowledge of the District Health Information System (DHIS2).

The incumbent must have detailed knowledge of the structure and function of endemic and international NGOs providing polio eradication efforts, immunization services, as well as understanding of the work and current projects of other collaborating and donor agencies as to how overall AFP and VPD RI and surveillance of the programs is being conducted and how data is being analyzed.

r. Skills and Abilities:

Technical expertise in public health interventions, particularly the epidemiology and surveillance of communicable diseases, with emphasis on immunization and the organization of immunization campaigns. Capacity to develop and conduct operational research, evaluation, monitoring, data analysis to assess progress in implementing public health interventions, specifically as it relates to polio. Ability to establish effective working relationships with people of different nationalities and cultural background. Proven experience to interact with multi-disciplinary and multi-national teams. Strong analytical skills to readily understand and discuss routine immunization and polio interventions as well as capacity to understand new surveillance program design, management, and implementation approaches are required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Excellent oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare substantive and analytical reporting. Strong management skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Excellent overall computer skills (keyboarding with both speed and accuracy) and advanced skill levels in use of at least one of the more common epidemiologic data analysis software (EPINFO, STATA, SAS, or SPSS) is required. Excellent numerical skills for manipulating and reporting statistical data is required. Experience in the setting of computer software development standards, specifications and guidelines as well as experience working within already set standards to implement IT solutions is required.

16. POSITION ELEMENTS :

a. Supervision Received:

Directly supervised by the CDC Nigeria Director of the Global Immunization Division (GID). Incumbent will be expected to function with minimal supervision. Completion of tasks and assignments will be reviewed regularly through required written reports and oral progress reports.

b. Supervision Exercised:

Position has no direct supervisory responsibilities but as the senior technical expert incumbent will provides work guidance to one Administrative Assistant.

c. Available Guidelines:

WHO and other international surveillance and survey guidance and standards. Agency mission statements and operational plans, U.S. Government (including agency, mission and GID) and Ministry of Health rules, regulations, policies and technical papers issued both in writing and orally.

d Exercise of Judgment:

Incumbent is expected to make independent and professional judgments on the quality and effectiveness of methods and techniques used in implementing, analyzing and evaluating results of GID activities and projects, and to develop strategies for eliciting cooperation and commitment for survey and other surveillance activities from implementing partners, senior level staff of other agencies and the Ministry of Health.

e Authority to Make Commitments:

Position has no authority to make financial commitments; however, in the course of program management responsibilities position has authority and responsibility to make technical recommendations on changes in scope of work.

f Nature, Level, and Purpose of Contacts:

Interaction with senior level officials at the national, state, and local levels on polio and RI related activities. Contacts are made to exchange ideas, information, and data, to formulate policy, and to develop cooperative efforts and projects related to assuring effective polio and survey systems in country. At a one-to-one level, the purpose of contacts is to obtain, clarify or give information of a highly technical nature and to plan and coordinate work efforts or resolve problems associated with collaborative projects. Contacts at all levels within the U.S. Mission. Frequent contacts with technical working groups, agency public health colleagues at post and in agency headquarters, and with other agency public health colleagues (Regional and Atlanta) for purposes of coordinating and optimizing surveillance activities that achieve results.

g Time Expected to Reach Full Performance Level:

The incumbent should have at least one year to adequately perform the full range of duties expected of the position. However, ideally he/she should be able to assume the full duties of the position after a brief orientation and introduction to GID, CDC and FMOH staff, and policies and procedures.