



## About

### **Position Title: Supervisory Public Health Specialist (Team Lead) (All Interested Candidates)**

**Announcement Number:** DaresSalaam-2024-054

**Hiring Agency:** Embassy Dar Es Salaam

**Open Period:** 11/14/2024 - 11/28/2024 Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+3

**Series/Grade:** LE - 0550 12

**Salary:** TZS TSh143,254,617 /Per Year

**Work Schedule:** Full-time - 40HRS PER WEEK

**Promotion Potential:** LE-12

**Duty Location(s):** 1 Vacancy in Dar Es Salaam, TZ

**Who May Apply/Clarification From the Agency:** All Interested Applicants / All Sources

#### **Summary:**

The U.S. Mission in Tanzania is seeking eligible and qualified applicants for the **Supervisory Public Health Specialist (Team Lead)** in Centers for Disease Control and Prevention (CDC).

#### **MAJOR DUTIES**

#### **SUPERVISORY PUBLIC HEALTH SPECIALIST (TEAM LEAD)**

VA NUMBER: DARESSALAAM-2024-050

### **Program Management - 60%**

- As an expert and advisor in public health, health education, and health service research issues, the job holder takes an active role in developing specific agency program goals and objectives for public health initiatives. The job holder prepares directives, memoranda, policy statements, and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the agency's public health programs in Tanzania, the annual agency budget for the public health program. The job holder supports in Tanzania in fiscal year 2023/2024 \$74M.
- The job holder works closely with senior and mid-level host government ministry officials, Global Fund, and other multilateral partners, international and non-governmental organizations (IOs, NGOs) to coordinate outreach that raises awareness among civic and social organizations of public health issues and programs available, and influence other collaborative organizations engaged in similar programs to adopt appropriate strategies for their program activities.
- The job holder provides technical direction for proposals that result in a grant, cooperative agreement, or contract for public health programs within their area of responsibility. Works with the CDC OFR, as well as implementing partner (IP) representatives to ensure that most current public health protocols are included in the signed grant, cooperative agreement, or contract.
- The job holder gives technical advice and direction to recipients, IPs, program collaborators, and contractors on managing and implementing grants, cooperative agreements, and contracts. This ensures consistency with CDC and host country policies and regulations. Participates with IPs in the development of work plans to implement activities following awards.
- Working closely with senior and mid-level host government staff, IPs, and agency technical leadership, the job holder closely follows all program activities under their purview to ensure that specific objectives are achieved, and appropriate remedial activities are instituted. In liaison with epidemiologists and monitoring and evaluation (M&E) colleagues, develops program evaluation strategies, methodologies, and indicators for monitoring support programs in accordance with standard guidelines and protocols. Ensures that appropriate data management systems to monitor health objectives and indicators for health programs are in place and takes responsibility for the management of these systems.
- Provides advice and recommendations to Branch Chief and Associate Director of Programs/Deputy Associated Director for Programs in interpreting data on health objectives and indicators related to the job holder's specific public health area of responsibility. Monitors implementation activities and collaborates with each partner organization to ensure program results are achieved, and all programmatic activities and study protocols meet human subject requirements and undergo ethical review with the appropriate agency authority. This

involves site visits and meetings with representatives of each organization to review progress. Job holder identifies quality issues at service delivery sites and other issues impacting effective program implementation (e.g., inadequate medical facilities or staffing) and recommends actions for amelioration.

### **Administrative Management - 20%**

- Job holder provides oversight and monitoring of budgets allocated to IPs within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring the use of funds for adherence to proposed activities, reviewing quarterly pipeline and budget status reports, following up on irregular findings, and providing advice for realignments of budgets and accruals. Job holder prepares regular and ad hoc progress reports on public health partner activities. Readers of these reports include CDC and post management, other agency officials, U.S. headquarters offices, and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly, and annually.
- Job holder maintains files and records in public health collection of data specific to the activities and programs for which job holder is responsible. Job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to public health information (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of implementing agreements, research determinations, panels, and awards. These records will be filed electronically and entered into the applicable system whenever possible.

### **Interagency Coordination - 20%**

- As a regional and international expert on public health programs, job holder represents CDC at technical, policy, and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials, country team, and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties. Job holder represents CDC in discussing and developing financial commitment targets for programs within their area of responsibility at administrative and strategic planning meetings implementing agencies (i.e., Departments of State, Defense, and Health [including CDC and National Institutes of Health, USAID and Peace Corps]). Job holder serves as chair or rotating chair on inter-agency technical working groups (TWGs) to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all CDC public health activities in Tanzania. Job holder serves on intra- and inter-branch and agency working groups and projects, frequently taking the project lead role. These projects are generally short-term and most often have to do with special requirements for VIP visits, special projects, etc. This would include 3-4 ad hoc projects per year where the position would have a lead role.

- On behalf of the Branch Chief and Associate Director of Programs/Deputy Associated Director for Programs, job holder may participate with other professionals on in-country committees for public health issues. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs and issues to the national level. The committees help to ensure consistency in the implementation of best practices on a national level. Based on information received in the national committees, job holder may recommend revisions to the work team and program leadership on policies and guidelines for their technical area.

**Note:** This job description in no way states or implies that these are the only duties to be performed by job holder. Job holder will be required to perform other duties as assigned by the agency.

## **Qualifications and Evaluations**

### **Requirements:**

All selected candidates must be able to obtain and hold a:

- Security certificate; and
- Medical certificate

All selected candidates will be subject to a background investigation and a pre-employment medical exam.

Selected candidate must be able to begin working within a reasonable period of time upon receipt of agency authorization and clearances/certifications or their candidacy may end.

### **Education Requirements:**

Doctoral level (terminal) degree, (Doctor of Public Health (DrPH), Doctor of Medicine (MD) or host country equivalent degree in medicine, public health, health policy, epidemiology, behavioral science is required.

### **Evaluations:**

You will be evaluated against the qualifications and requirements in this vacancy announcement.

You may be asked to complete a pre-employment language or skills test.

You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

**Qualifications:****Experience:**

Four (4) years of mid-to-senior level public health experience in developing, implementing, and evaluating public health programs or other relevant public health programs that involve coordination with an international agency or IP is required.

An additional one (1) year managerial experience managing human and financial resources of international projects or programs is required.

**Language:**

Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Kiswahili is required. *(This may be tested)*

**Job Knowledge:**

Comprehensive knowledge of current public health issues, disease detection, prevention and treatment activities, community engagement, behavior change, especially in the international public health setting, is required. In-depth knowledge of the range of programs, policies, regulations, and precedents applicable to development and administration of national and international public health program is required. Detailed knowledge of the host government health care system and structures (including familiarity with Ministry of Health (MoH) 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. Must be conversant with survey design and questionnaire development and with data management programs.

**Skills And Abilities:**

Strong oral and written communications skills are required to develop and maintain effective and sustainable working relationships with national and international partners. Strong leadership skills are required to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs; use of reliable and valid instruments; and methods for data collection, analysis, and reports. Ability to provide critical advice and assistance in overcoming barriers to program delivery and application due to economic, cultural, or political controversies or difficulties. Intermediate user level of word processing, spreadsheets, and databases is required. Strong skills in interpretation of program monitoring and evaluation data are required.

**Required Documents:**

*Please upload **all** applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

**All Applicants:**

- Work Permit (if applicable)
- Proof of Citizenship
- University Degree (MD)
- University Transcript (MD)

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