

CDC IMS Response Rotation Assignment Sheet

CDC IMS Ebola Public Health Advisor

Filled by: TBD

Reports to: Country Team Lead

Time Frame: 90 Days (TBD)

Duty Station: TBD

Mission: *Staff will field deploy to serve as a Public Health Advisor and assist with management, operations, administration, coordination and support to the in-county response team currently working on Ebola outbreak in West Africa.*

Roles/Responsibilities:

- Work with principle to develop implementation plan based upon country analysis
- Assist principle on programmatic issues such as contract administration, development and monitoring of budgets, transport, staffing, space for country team activities
- Work with principle to track EOC tasking and provide input to the Incident Action Plans (IAP) and Situation Reports (SITREP)
- Work with principle to plan workshops/conferences/training in country
- Assist with data analysis and data management
- Complete in-depth review (evaluation) of country management and accountability system
- Conduct bi-lateral engagement with countries to improve management and accountability issues
- Work with country desk officer on country work plans
- Develop and implement management and accountability assessment tools

Travel: Air travel to West Africa from Atlanta via Europe. Overland by 4x4 vehicle to sites of Ebola outbreak. Flights on small aircraft as required.

Training, Education, and Certification Requirements:

- EOC Orientation
- EOC 101
- Responder Readiness Program Tier Level III completion
 - <http://intranet.cdc.gov/od/hcrmo/CDCU/schools/soper/soper.shtml>

Special Considerations: A person accepting this assignment should be:

- Comfortable with ambiguity and uncertainty (e.g. change in flights, duties, in-country assignments, responsibilities, tasks and duties)
- Flexible
- Respectful of other persons and cultures
- Able to function in fast pasted stressful environments

Knowledge, Skills, Abilities, and Experience:

- Knowledge of CDC mission and organizational structure
- Computer skills, including proficiency in Microsoft Office applications, to include data base management (Excel)
- Skills/experience in project management, data analysis, organizational development
- Excellent organization skills
- Strong written and verbal communication skills
- Ability to work as part of a team or independently
- Knowledge of contracts, overseas office operations
- Experience in developing and implementing action plans
- International experience in public health
- Operational research experience
- Partnership building

Special Notes:

Employment. Participation in an IMS rotation assignment is not an offer of future employment. IMS rotation assignments are temporary in nature, i.e., they have an agreed upon start and end date. Temporary extensions may be granted by responder supervisors. However, upon completion of a rotation assignment, responding staff are expected to return to their official organization of record.

Training. Responding staff are expected to be ready to perform agreed upon rotation assignment duties when they arrive. All rotation assignment-related training should be completed prior to reporting for an IMS assignment and should not interfere with performance of agreed upon IMS duties. Unless specifically identified as a training requirement in this agreement, additional specialized training will not be provided.

Teleworking. All rotation assignments require physical presence of staff in response facilities. Teleworking is discouraged during an assignment.

Office Space: Workspace, computer, and telephone will be assigned by the assigned CDC IMS functional team.

Official Supervisor: Official supervisor remains unchanged throughout the rotation assignment. All Time and Attendance and other administrative actions are processed through the official supervisor of record.

Salary and Benefits: Salary and benefits for the first 30 days of each responders rotation is paid for by the official office of record. Anything beyond 30 days must be negotiated by all parties and kept within federal regulations. Note: All response participants must log participation time in Time Tracker for accurate accounting records.