



Job Title: Surveillance Study Coordinator, Global Program
Salary: Commensurate with experience
Location: Washington, DC, with up to 40% travel abroad
Reports to: Associate Director, Global Program

Purpose and Description

The Surveillance Study Coordinator, Global Program reports to the Associate Director, Global Program at NASTAD. The position is responsible for managing implementation of one or more epidemiologic surveillance studies with partner countries, transferring knowledge and expertise to the local partner, and providing guidance and technical support on research design, implementation, data analysis and use. The focus of this work will be behavioral surveillance, perhaps supplemented with case-based surveillance. The Surveillance Study Coordinator, Global Program is expected to identify resources to address potential implementation hurdles, to coach and mentor local implementing partners, and to maintain and strengthen the reputation of NASTAD as a highly capable organization, whose agenda is primarily to partner with government and assist with its most pressing needs addressing the HIV/AIDS epidemic. Please note that this is not academic research.

Essential Functions

Program Management and Administration:

- Thoroughly review and understand all components of the study objectives and methodology, and gather relevant information and resources needed to ensure successful implementation
- Create and manage the pre-study and study implementation plan, including division of labor, definition of roles and responsibilities, and implementation oversight
- Propose and organize capacity building and quality assurance resources to support success thorough implementation
- Meet with local implementation manager on a weekly basis and ensure clear understanding of joint work plan and deliverables
- Where applicable, work with local partner to define study contractor/field staff needs, terms of reference, and assist with hiring process; co-manage oversight of the study contractor/field staff
- Mentor and coach local implementers to ensure transfer of knowledge, and sustainability of study design and implementation
- Ensure reporting out on deliverables, including tools, resources, and building blocks of study design and implementation support
- Apply strategic and innovative vision to overcome obstacles to implementation

Technical Support:

- Study Design: Provide proactive, rapid, and high quality technical assistance to partners for:

- Preparation or refinement of study design and protocol writing
- Development or refinement of data collection forms, procedures, databases, etc.
- Preparation of non-research determination requests/IRB approvals
- Ensure compliance with human subjects requirements
- Data Use and Statistics: Provide proactive, rapid, and high quality technical assistance to partners for:
 - Definition and use of data analysis and statistical methods
 - Implementation of data analysis and statistics where needed
- Study Coordination: Provide proactive, rapid, and high quality technical assistance to partners for:
 - Assistance with implementation planning and management
 - Training and capacity building planning and support for study implementation
 - Design of a comprehensive monitoring and evaluation plan for study implementation

Other

- Guide and manage TA provider teams for assigned activities, including the creation of scopes of work, travel planning, and project orientation
- Establish and maintain good working relationships with key stakeholders in assigned countries, including U.S. and indigenous government at both ministerial and administrative levels, as well as international agencies, NGOs, and donors
- Liaise with other country programs and TA teams to identify best practices and, when appropriate, adapt/test them in the country
- Plan, conduct and evaluate workshops and/or trainings related to the Global Program
- Contribute to Global Program efforts to publish and disseminate Global Program outcome and impact findings
- Attend HIV/AIDS meetings and conferences as assigned

Minimum Requirements

Education/Experience

- Master's degree in Public Health, Epidemiology, or related field
- Minimum of three years' experience in applied public health research and/or research study coordination
- Strong and demonstrated experience in applied public health research, and/or program monitoring and evaluation and data use
- Comfortable and confident with applied public health data analysis and statistics
- Experience in HIV/AIDS epidemiological surveillance highly valued, particularly behavioral surveillance
- Direct experience living and/or working in a developing country preferred
- Experience developing and implementing program plans and managing trainings is required

Knowledge and Skills

- Excellent written/oral communication and presentation skills
- Knowledge of HIV/AIDS, including HIV prevention, care and treatment best practices and approaches to changing individual and community HIV risk factors
- Ability to navigate complex government processes with multiple influencers, while negotiating and achieving consensus
- Must be great mentor, manager, role model and team player/builder; must have, and meet, high performance standards; must lead staff and team in meeting and/or exceeding expectations and goals
- Strong analytical skills
- Exceptional ability to work independently and autonomously
- Demonstrated ability to communicate effectively with partners, staff, and colleagues with a high level of tact, diplomacy and confidentiality
- Proficiency in Microsoft Office Suite with strong computer skills
- Must be available to travel internationally

Physical Effort and Dexterity

- Position requires mobility and ability to travel independently

Visual Acuity, Hearing, and Speaking

- Excellent verbal and written command of the English language is required
- Position requires the ability to communicate effectively both in person and via telephone and/or non-visual internet connection

Environment and Scheduling

- Interest in working with an HIV/AIDS public health organization
- Interest in working within a diverse work environment
- Travel requirement may be up to 40% with extended stays of up to three weeks in target country(s)

Special Working Conditions

- Working conditions in developing countries are resource constrained and may require extra health precautions such as malaria prophylaxis

This position is full-time for a maximum period of one year, subject to available funding. There is no minimum period of employment, and employment may be terminated by NASTAD at any time due to funding, or for any other lawful reason. During or following the contract period, the incumbent may be considered for other open positions, based on demonstrated competency in achieving results, organizational needs and/or funding availability.

This position is classified FLSA exempt.

Employer's Rights

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

How to Apply

Qualified candidates should apply by e-mail only to HumanResources@NASTAD.org. Subject line should read "**Study Coord, Global Program**" only and a cover letter, with salary requirements, and resume should be attached. Only candidates being considered for this position will be contacted. NO PHONE CALLS in reference to this position will be accepted.