

SMALLPOX/MEASLES PROGRAM

WESTERN REGION/NIGERIA

OPERATIONS OFFICER JOB DESCRIPTION

I. INTRODUCTION

The Smallpox Eradication Program provides consultation, planning, direction, coordination, and management of the United States' participation in international immunization programs for smallpox, measles, and other specified diseases; conducts intramural research on these diseases and immunizing agents; and maintains liaison with national and international agencies for carrying out the programs. The primary objective is to eradicate or control these diseases in selected foreign countries. The program will encompass a program of smallpox eradication and measles control in 19 West African countries, a staff of approximately 60, with a budget of approximately 45 million dollars for technical assistance, vaccines and other equipment and supplies.

Incumbent of this position will assist the Medical Epidemiologist assigned to the specified Country in West Africa. Duties will include assistance in carrying out systematic smallpox and measles immunization programs, conducting surveys to assess the campaigns, and performing epidemiological investigations. In addition, incumbent will be responsible for maintenance of equipment and vehicles used in the program and provide logistical support in administrative areas, such as procurement, supply, storage, inventory, etc.

II. SUPERVISION AND GUIDANCE RECEIVED

Works under the general supervision of the Medical Epidemiologist assigned to the Country. Initially incumbent receives instructions from the supervisor concerning the necessary steps for planning and carrying out the work. Thereafter, he carries out work assignments independently. Consultation is provided as work progresses to new stages. Supervisor reviews work periodically with discussions on programs and problems.

III. DUTIES AND RESPONSIBILITIES

A. Participates in planning and carrying out the mass immunization program in the country for controlling measles and eradicating smallpox. Assists in training of mobile teams operating within the country in jet injection methods of vaccination and jet gun maintenance and repair. Assists in other vaccination team activities, such as developing educational techniques to prepare the villages by advance couriers and other means to insure successful coverage of the population.

B. Assists in working with the Country authorities to develop an adequate surveillance system for smallpox and measles. Visits medical posts, hospitals, aide stations, and other places to interview patients and obtain necessary information.

C. Assists in development of an effective reporting system within the country for analyzing disease problems and problem areas. Assists in assessment of the extent of vaccination coverage, and in training of country employees in these techniques.

D. Provides operational and logistical support to the program, such as repair and maintenance of equipment and vehicles (jet guns, refrigeration equipment, vehicles, etc.), expediting procurement and supply problems, storage and inventory of equipment and supplies, and other administrative areas.

E. Establishes and maintains good working relationships with country and village officials and groups, as well as with individuals to obtain information and cooperative support, and to provide advice and assistance.

F. Performs other duties as directed by the Medical Epidemiologist.