

## **Health Affairs Attaché Position Description**

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| <b>Rank/Pay Grade:</b> CAPT/O-6 (-/+)             |
| <b>Position Title:</b> Health Affairs Attaché     |
| <b>Corps/Rating:</b> 2100 Navy Medical Corps (MC) |
| <b>Command:</b> U.S. Embassy Vietnam              |
| <b>Location:</b> U.S. Embassy, Hanoi, Vietnam     |

### **DETAILED POSITION DESCRIPTION**

#### **Purpose**

The incumbent in this position serves in the important role of DoD Representative with the title of Health Affairs Attaché at the U.S. Embassy in Vietnam. This position has overall responsibility, under the guidance of the U.S. Ambassador to Vietnam and in consultation with the Command Surgeon, USINDOPACOM.

The incumbent carries out work that has implications for all developing countries. Moreover, the work has implications for U.S. foreign policy and diplomatic relations with the concerned countries.

The incumbent will be responsible for maintaining regular and consistent communication with the Command Surgeon, USINDOPACOM and will also be responsible for maintaining direct contact with appropriate interagency officials regarding issues of direct interest.

#### **Duties and Responsibilities**

1. Represents, monitors and coordinates the policy, program and research interests of DoD and the interagency for health and health-related policy activities. Maintains close relationship with local Mission of the USAID within the Embassy.
2. As applicable, serves as the Program Coordinator for activities under President's Emergency Plan for AIDS Relief (PEPFAR) by facilitating the development and implementation of a unified HIV/AIDS program for Vietnam. The incumbent coordinates HIV/AIDS activities/programming in-country with relevant implementing agencies, with the host Government and with the Office of the Global AIDS Coordinator.
3. Serves as a focal point at the U.S. Embassy for all matters related to the program of health cooperation, including activities funded by U.S. Government agencies under bilateral health, public health, foreign fellowships, other scientific exchanges, research programs, etc.
4. As applicable, coordinates medical All Hazards activities/programming in-country, to include the National Strategy for Pandemic Influenza. Represents DoD and U.S. Government interests in-country in broader, multilateral health efforts.

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5. Coordinates and leads health-related research working groups and streamlines the process for approving research proposals in Vietnam.
6. Maintains contacts with international organizations and agencies in Vietnam engaged in health and related cooperation, such as the U.S. interagency, USINDOPACOM Command Surgeon and Component Surgeons, regional health fora, the Embassy Defense Attaché (DATT) and Office of Defense Cooperation (ODC), World Health Organization (WHO), United Nations (UN), Centers for Disease Control and Prevention (CDC), Department of Health and Human Services (HHS), Armed Forces Health Surveillance Branch (AFHSB), Naval Medical Research Unit Two (NAMRU-2), Armed Forces Research Institute of Medicine (AFRIMS), Association of South East Asian Nations (ASEAN) and the ASEAN Defense Ministers Meeting-Plus (ADMM+), Non-Governmental Organizations (NGOs) and others, as appropriate, for the purpose of advocating U.S. objectives and priorities.
7. Develops and maintains strong linkages within the Vietnamese scientific and public health communities, particularly with scientists who are involved in cooperative activities with the U.S. and DoD.
8. Provides advice to the U.S. Ambassador, USINDOPACOM and others on health issues within Vietnam.
9. Assesses, recommends and manages opportunities in Vietnam for cooperation on health and health-related issues.
10. Participates, in cooperation with the appropriate DoD organization or other appropriate U.S. Government agencies, in the development of new cooperative health activities.
11. Supports military medical interactions and coordination of activities between the CoM, other U.S. Embassy sections, the Vietnam Ministry of Defense (MoD) and other government principalities served by U.S. Embassy.
12. Assists in the development of military health engagement plans with Vietnam and Vietnamese military to include near, mid and long term objectives in support of country team and USINDOPACOM Theater Campaign Plan objectives.
13. Drafts proposals for mutually beneficial health engagement activities.
14. Assists in prioritizing DoD health engagement activities.
15. Assists in identifying funding sources and advocating funding for engagement activities.

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16. Nurtures military-to-military relationship in the mutual area of interest of Global Health Diplomacy to develop enduring exchanges and ensure a stable, reliable and continuous U.S.-Vietnam military relationship.
17. Advises on the development of global health engagement strategic communication messages.
18. Defines and collects required data in support of activity measures of performance and measures of effectiveness.
19. Promotes effective “whole of government” security cooperation activities.
20. Serves as principle coordinator for all military Humanitarian Assistance (HA), Disaster Relief (DR) efforts and health engagements involving U.S. Military Forces, in close collaboration and alignment with the Senior Defense Official and ODC.
21. Liaison on behalf of DoD with the Vietnam MoD and Ministry of Health clinical exchange programs, Health Conferences and Health Affairs Symposiums.
22. Be a positive representative of the DoD with an understanding of DoD and Service Component medical capabilities and organizations
23. Establish guidelines for operation/ management of an international initiative. Guidance may be obtained from the USINDOPACOM J07, USINDOPACOM Theater Campaign Plan, Theater Security Cooperation Plan Annex, the Theater Campaign Order and Country Desk Officer on options for addressing a problem or issue. On his or her own initiative, incumbent must seek guidance, by recognizing when consultation is needed or would be useful. He/She is also responsible for determining how best to use that guidance.

### **Supervision and Guidance**

1. The incumbent works in a highly independent manner within broad policies and guidelines.
2. The incumbent will be rated by the Command Surgeon, USINDOPACOM, with concurrent reporting by parent service. Day-to-day operations report to the CoM or Deputy CoM.

### **Contact with Others**

1. Incumbent has contact with Ministers of Health and Science and other ranking officials of other Governments.

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2. Incumbent deals with senior staff within the U.S. Embassy, including the Ambassador and Deputy CoM, Counselors and the USAID Mission Director. The incumbent must also work with senior officials within the DoD and other U.S. Government agencies.

### **EVALUATION FACTORS**

#### **Knowledge, Skills and Abilities (KSAs):**

1. Knowledge of the principles and practice of policymaking.
2. Knowledge of global health as it relates to multilateral and bilateral relationships.
3. Broad knowledge of U.S. foreign policy, and its application to major developed and developing countries, particularly Vietnam.
4. Thorough knowledge of the programs and functions of interagency and staff offices, including the inter-relationships among the agencies engaged in international activities and the functions and responsibilities of DoD organizations.
5. Knowledge of international priorities and programs of other U.S. Government departments and agencies, such as USAID, the Environmental Protection Agency, National Science Foundation, etc.
6. Knowledge of policies and programs of the PEPFAR. This includes bilateral programming in Vietnam and programming that supports collaborative work between Vietnam and other Asia-Pacific countries.
7. Knowledge of U.S. Government policies and programs regarding global health including programming that supports collaborative work in neighboring countries.
8. Skill at consensus-building, conflict resolution and program coordination.
9. Skill at establishing and maintaining effective working relationships and coordinating program activities in public policy and research.
10. Ability to write clearly.
11. Ability to articulate ideas orally, including proven ability to communicate with high-ranking officials of other Governments, and to speak in public fora.

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## **Professional Experience**

### **Mandatory Experience**

1. Possess a solid understanding of cultural and geopolitical issues gained through regional studies coursework, training, and/or experience
2. Demonstrate knowledge of the interagency collaboration process and global health issues through completion of formal civil-military operations and public/global health coursework and/or training

**\*\*The officer must be eligible for the 68M Global Health Specialist Additional Qualification Designator and Global Health Specialist Program Professional Tier \*\***

### **Desirable Experience**

1. Previous cooperative health engagement experience
2. Vietnam cultural exposure/experience
3. Previous Combatant Command or other joint staff officer assignment

## **Education and Training**

**Required Training:** None

### **Recommended/Desirable Training:**

1. Introduction to Working in an Embassy (PN113)
2. Cable and Memo Writing (RS521)
3. East Asia Pacific: Mainland Southeast Asia (ASEAP2005)
4. Introduction to Global Health Diplomacy (PE480)
5. Global Health Diplomacy (PE152)
6. Foreign Affairs Counter Threat (FACT) Training Course (CT650)
7. Security Cooperation Management Familiarization Course SCM-FA-OL (SCM-101)
8. Security Cooperation Management Orientation Online Course SCM-OC-OL (SCM-201)
9. Security Cooperation Management Overseas Modified Course SCM-OM (SCM-352)
10. Security Cooperation Management Policy, Programs and Planning Course SCM-P3 (SCM-361)
11. Indo-Pacific Orientation Course (IPOC)

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### **Special Attributes Required**

**Security Clearance:** Secret with no limitations for Top Secret/SCI

**Specialty/Subspecialties:** None

**Desirable Language Attributes:** Language proficiency in Vietnamese