



1. SOLICITATION NUMBER: SOL-636-16-000002
2. ISSUANCE DATE: September 1st, 2016
1. CLOSING DATE AND TIME: September 7th, 2016, COB
4. POSITION TITLE: USAID PROJECT MANAGEMENT SPECIALIST - (HEALTH)
5. OPEN TO: All Qualified Candidates
6. WORK HOURS: FULL TIME; 40 HOURS/WEEK
7. MARKET VALUE OF POSITION: FSN-11 (Le70,929,695– Le116,394,640 per annum, *with the possibility of hiring the employee at a lower grade if successful candidate not fully qualified.*)
Final compensation will be based on the individual's salary and work history, experience and educational background.
8. EVALUATION FACTORS: Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: **Education** (20%); **Work Experience** (40%); **Knowledge, Skills & Abilities** (30%); **Language** (10%).
9. PERIOD OF PERFORMANCE: One year renewably annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
10. PLACE OF PERFORMANCE: Freetown, Sierra Leone.
11. SECURITY ACCESS: Background Check
12. AREA OF CONSIDERATION: Foreign Service Nationals
13. NOTE: *Due to the number of applications we Receive, only applicants who have been Short listed will be contacted by USAID.*

ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

STATEMENT OF WORK/POSITION DESCRIPTION:

A. BASIC FUNCTION OF POSITION:

The USAID Project Management Specialist works within the USAID/Guinea and Sierra Leone Office in Freetown, Sierra Leone. The primary purpose of this position is to insure continuing momentum of the Mission's health portfolio in the area of Ebola recovery programs for health services and systems. He/she will support the Health Team in the design, planning, management, implementation and monitoring of the Ebola recovery activities in Sierra Leone. In this capacity, he/she will work jointly with the Health Team in Freetown and Conakry, with the Washington-based Global Health Ebola Team, other donors and is responsible for assisting in coordinating and monitoring with the Ministry of Health and the public sector grantees including field support activities, and the implementation of health activities under the Ebola recovery plan. The incumbent will be expected to exercise considerable independent judgment and initiative in carrying out his/her duties.

B. MAJOR DUTIES AND RESPONSIBILITIES:

ACTIVITY MANAGEMENT (60%)

The incumbent in this position will act as the activity manager in matters relating to Ebola health recovery activities in Sierra Leone. He/she provides technical and administrative oversight for health activities of grantees, contractors and host government institutions funded under Ebola Pillar II recovery objectives. Specifically, he/she will assist the Health Team and Washington Global Health Ebola Team in providing daily support and oversight to the suite of activities supporting the post-Ebola recovery activities in Sierra Leone, with a particular focus on those activities providing health service delivery and health systems strengthening. The incumbent will engage on pertinent technical and policy matters with the Ministry of Health, the CCM on the Global Funds, other Guinean agencies, WHO, UNICEF, UNFPA, EU and the World Bank, and provide guidance and advice to others within the USAID Mission on such matters. He/she will participate in national and USG coordination meetings on Ebola recovery efforts. He/she will assist the Health Officer and USAID Coordinator in negotiating, supporting and technically advocating for USAID's Ebola recovery programs.

S/he will serve the Mission in technical-level host country meeting related to health and Ebola interventions. He/She will assist in the implementation of grant agreements or amendment to existing activities to enhance the impact of USAID's health portfolio; coordinate and identify areas of collaboration with other donors that have similar objectives; maintain contact with USAID's Global Bureau and Africa Bureau on technical policy and programmatic issues regarding USAID's Ebola activities.

TECHNICAL MONITORING, COORDINATION (30%)

The incumbent will review the annual work plans and budgets of grantees, contractors and Sierra Leonean institutions receiving funding from USAID in support of Ebola recovery plans. This include facilitating performance monitoring, actively participating in budget review and approval, providing technical advice as needed, initiating corrective actions when

required, tracking all financial aspects of the activities including pipeline, burn rate, earmarks and accruals; ensure that all Ebola funds are expended following rules and regulations established by Congress. He/She will assist in: coordinating program activities with other donors-financed Ebola recovery activities; reviewing monitoring reports to track results; maintaining documentation related program coordination and performance; and completing other tasks associated with oversight and management of assigned grants in the role of Activity Manager.

He/she will undertake periodic site visits alone or with other USAID staff to verify progress of activity implementation and ensure that those activities are in line with the planned indicators and targets. He/she also will participate in the preparation of the performance monitoring missions and reports. He/she will work closely with the implementing partners to collect success stories and lessons learned.

PROGRAM DEVELOPMENT SUPPORT (10%)

He or she will prepare briefing documents for MOH, donors, Front Office, and USAID/Washington as needed on the Sierra Leone post-Ebola Health recovery efforts and USAID's related health activities. He/ she will prepare documentations, speeches and other health related document as needed and assure appropriate issuance.

C. QUALIFICATIONS/ SELECTION CRITERIA:

Education: (20 POINTS)

A Master's degree in public health or an equivalent social science advanced degree such as in sociology, anthropology, public administration or policy is required.

Work Experience: (40 POINTS)

A minimum of five (5) to seven (7) years of progressively responsible experience in managing health development assistance programs in a developing country, preferably in Africa is required; Previous experience in a health technical area, providing guidance to Population Health and Nutrition program is also required.

Knowledge, Skills and Abilities: (30 POINTS)

Knowledge: A thorough knowledge of the concepts, principles, techniques and practices of the health field is required. Ability to analyze policy and carry out project-level analysis is required. A good knowledge of the host government development's prospects, priorities and resources in the health field is also required in order to enhance effective communication and to develop consensus on program implementation.

Skills: Strong oral and written communications skills to develop and maintain effective, sustainable working relationships with national and international working partners; Ability to use computers proficiently, particularly word processing, spreadsheets, and statistical software packages for social science analysis is required. The candidate must have strong interpersonal and communication skills and be able to develop and maintain good working relationships with client missions, and host country staff. The ability to work in a Team environment and to achieve consensus on policy, program and administrative matters is necessary.

Language: (10 POINTS)

Level IV (fluent) English proficiency is required.

TOTAL: 100 POINTS

D. POSITIONS ELEMENTS:

Supervision Received:

The USAID Project Management Specialist works under the direct supervision of the Health Officer in Freetown and/or his/her designee. The incumbent will also receive guidance from the USAID Country Program Coordinator of Sierra Leone, Director of the Health Office in USAID/Guinea and Sierra Leone, and, as appropriate, other mission staff. The supervisor provides a review of the assignments, the goals and objectives to be achieved and the results expected.

Supervision Exercised: Full supervision of other USAID staff is not contemplated.

Available Guidelines: U.S. Government, USAID and sector-related guidance, rules and requirements of the position, USAID Mission Orders, Mission Strategy, the Automated Directive System (ADS), USAID Mandatory and Standard Provisions, the FAR and AIDAR and from USAID/Guinea Management. Government of Sierra Leone's Ministry of Health and Sanitation rules, regulations, and policies.

Authority to Make Commitment: None.

Nature, Level, and Purpose of Contacts: The incumbent will work within all levels of AID staff including senior management in USAID/Guinea and Sierra Leone. The incumbent will have frequent high-level working contacts with the Ministry of Health, PVOs, NGOs, and other donor agencies to fulfill the major duties and responsibilities of the contract.

Time Expected to Reach Full Performance Level: One year.

E. INSTRUCTIONS TO APPLICANTS:

Applying: For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

- i). **Marking Applications:** To ensure consideration of applicants for the intended position, please *reference the solicitation number on your application*, and *as the subject line in any cover letter*, as well as *using the address/delivery point specified in this solicitation*.
- ii). **CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.

- iii). **Form AID 302-3**: The submitted form *must* be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the form AID302-3. Form AID302-3 is available on USAID Website <http://www.usaid.gov/forms>

Form DS-174 is available on State website at:

http://Guinea.usembassy.gov/job_opportunities.html

- iv). **References**: Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.
- v). **Posting address**: Completed package Applications should be sent to Conakrypscjobs@usaid.gov or GuineaHR@state.gov.

Before close of business, 16:00 pm, on the closing date of this announcement.

F. SECURITY AND MEDICAL CLEARANCES

- i). **Medical Clearance**: Prior to signing a contract, the selected individual will be required to obtain a medical clearance. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.
- ii). **Security Clearance**: Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. This temporary security clearance will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.