

ANNOUNCEMENT NUMBER: 14-017

OPEN TO: All Interested Candidates

POSITION: **PROJECT MANAGEMENT SPECIALIST (HIV/AIDS)**

OPENING DATE: June 6, 2014

CLOSING DATE: June 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN 12 – \$87,675.00 - \$122,745.00 (full performance)
FSN 11 – \$70,099.00 - \$98,139.00 (trainee level)
FSN 10 -- \$58,756.00 - \$82,256.00 (trainee level)

NOTE: Subject to funds availability.

LENGTH OF HIRE: Permanent Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Agency for International Development in Luanda is seeking individuals for the position of Project Management Specialist (HIV/AIDS) to be placed in the General Development Office (DGO) located at the US Embassy.

BASIC FUNCTION OF POSITION:

PEPFAR was initiated globally in 2003 and, in its first phase, focused heavily on rapid scale up of services, care and treatment. When PEPFAR was reauthorized for a second phase in 2008, the need to adopt a more sustainable and comprehensive approach for HIV programming was recognized. Prevention and closer collaboration with host governments is a major priority for this second phase of PEPFAR. Globally, two of the goals for PEPFAR are to prevent 12 million new infections and provide Increasing investment in prevention of mother-to child transmission (PMTCT) to meet 80% coverage levels in HIV testing and counseling of pregnant women and 85% coverage levels of ARV prophylaxis for those women who test positive. In Angola, the GRA has recognized behavior prevention and PMTCT as priorities as well, and the USG PEPFAR program is supporting and working with the GRA to contribute to these goals.

Financial and technical support provided by USAID/Angola under PEPFAR concentrates on behavioral prevention and health system strengthening, including supporting the GRA in the increase of PMTCT and VCT and strengthening of health information systems,

human capacity development, strengthening of management processes, and support to civil society in providing a comprehensive HIV prevention for general population, youth and Most at Risk Populations (MARPs). A Partnership Framework (PF) agreement for HIV Prevention was signed in August 2009 between the USG and the host country. Within the PEPFAR PF about \$17 million is estimated to be allocated annually to support a comprehensive PEPFAR program with an overall focus on HIV/AIDS behavioral prevention and health system strengthening in Angola.

The basic functions of the position are to: 1) provide technical leadership in strategic planning, program development & activity design; 2) Management & administration of programs and projects; 3) Conduct policy analysis and produce reports. These tasks will be related to USAID/Angola's technical portfolio covering HIV/AIDS prevention activities.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Technical Leadership in Strategic Planning, Program Development, and Activity Design

50%

1. Within the GDO, the Advisor provides strategic, technical, and organizational leadership. As a key advisor, the incumbent collaborates with the team in managing specific components of the strategy and meeting measurable objectives. The incumbent's recognized expertise is in HIV/AIDS prevention activities.
2. Serves as a key advisor in developing new HIV/AIDS prevention and control activities. As such s/he is closely involved with host country officials and consultants in the development of new projects, writing requests for proposals and other procurement mechanisms consistent with Government of Angola's (GRA) national and health sector strategic plans, the U.S. Government's health sector strategies, and the U.S. Embassy's strategic focus. The incumbent plays a key role in generating ideas and managing the procurement process. This role entails developing and utilizing key contacts and designing particular components of new activities and strategy.
3. Prepares concept papers and design documents for HIV/AIDS prevention activities and contributes research on social, political, cultural, and economic factors pertaining to HIV/AIDS prevention in Angola. Contributes to the development of the GDO's overall conceptual framework for advancing Angolan health and helps to formulate plans for implementation.
4. Develops and sustains close collaborative, professional relationships with GRA officials, key business leaders, relevant civil society organizations, other major donors, international organizations, and leading health research institutions.

5. Represents the GDO to stakeholders and external development partners in a wide variety of events sponsored by USAID development partners, including conferences, workshops, donor subgroup meetings, and other relevant forums on HIV/AIDS prevention. S/he assists negotiations with host country government on project design and implementation, ensuring that host country officials at the appropriate levels are apprised of activity progress. These responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.
6. Ensures effective coordination of USAID-funded activities with other donors working with the GRA, its local governments, and non-governmental organizations.
7. Engages with corporations and philanthropic organizations to build and maintain public-private alliances between USAID and the private sector, especially as regards the leveraging of funds.

B. Program/Project Management and Administration

30%

The incumbent will be an Agreement Officer's Representative (AOR) as designated by the Regional Agreements Officer for the management of cooperative agreements and grants (contracts if such determination is made). The incumbent assists the USDH Supervisory General Development Officer in managing and administering the Health program. Specific duties include:

1. Oversees the implementation of USAID/Angola's HIV/AIDS prevention activities and serves as AOR for select projects.
2. Assists in the implementation of other USAID/Angola activities as requested, and may serve as AOR for these projects.
3. Ensures that activities achieve their intended results through the provision of technical and organizational leadership on the design, implementation, monitoring and evaluation of activities.
4. Ensures that partners meet their benchmark requirements in accordance with USAID regulations; respond in a timely manner to USAID reporting requirements, and provides timely comments/recommendations on programmatic and budgetary issues.
5. Conducts or supports assessments and site visits to monitor the program and implementing partner, stakeholder, and counterpart progress and makes periodic field visits to monitor project implementation and compliance with Agency regulations (e.g., Environmental Compliance; Marking and Branding, etc.)

6. Provides technical guidance to institutional contractors, grantees, GRA officials, and other stakeholders as needed.
7. Collaborates with other donors and development organizations to ensure synergy with USG-supported programs.
8. Manages financial matters related to program activities, such as providing administrative approval of vouchers, planning and preparing for annual incremental funding amendments, and other financial administrative activities as needed, to ensure that the fiscal needs of U.S. and local contractors are met in a timely manner.
9. Prepares all necessary internal USAID program implementation documentation for smooth program implementation in close coordination with the Program Office, including but not limited to Modified Acquisition and Assistance Documents (MAARDs) and GLAAS actions, pipeline reviews, portfolio reviews, environmental compliance, and other required documents and reports.
10. If contracts are managed, prepares and submits the annual evaluation of contractors' performance for inclusion in their central database on contractors.
11. Interacts frequently in a dynamic and regular interagency dialogue with the Department of State and, as needed with CDC and other relevant U.S. agencies.
12. Other duties as assigned.

C. Program/Policy Analysis and Reporting

20%

1. Ensures that all activities are appropriately documented in required reports and through regular updates given to USAID stakeholders and external development partners, including Angola-specific reporting on a monthly basis, the annual report, portfolio reviews, budget and pipeline analyses, Congressional presentations, briefs, and talking points. S/he will follow up to ensure that all final project reports and evaluations are shared electronically with the Agency's Development Exchange Clearinghouse and other appropriate venues. S/he reviews annual work plans and negotiates program and activity agreements with counterparts in the Angola government and civil society.
2. Ensures indicators to measure program impact are tracked accurately and used to revise strategy as necessary. Coordinates with the Program Office and with members of the GDO to ensure data submitted on activities are complete and consistent for reporting.

3. Keeps the Mission and Embassy abreast of current events in Angola that impact on its mission or cooperation.
4. Advises the Office Chief and other GDO members of policy developments that are relevant to the program's implementation.
5. Conducts consultations with stakeholders and tracks legislative developments. Researches best practices on-line and in the field. As subject matter expert, collects, analyzes, and synthesizes information to inform and strategically guide program planning.
6. Prepares concept papers and other relevant documents and initiates and describes project ideas and initiatives in accordance with the sector strategy, the current operating environment in Angola, the institutional capabilities and purposes of potential USAID recipients, resource availability, and funding sources.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact 222641251 for more information.

QUALIFICATIONS AND EVALUATION FACTORS

In order to be considered for this position a candidate must meet the Required Minimum Qualifications listed below. Consideration and selection will be based on panel evaluation of required minimum qualifications, and Evaluation Factors.

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. Out of 100 points the highest ranking applicants may be selected for an interview. Additionally, interviews and writing samples may be requested. Applicants are encouraged to write a brief appendix to a resume to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation factors listed below:

A) Required Minimum Qualifications and Experience

1. **WORK EXPERIENCE: At full performance level (FSN 12)** - At least six years progressively responsible mid to senior level experience managing public health programs is required. Working knowledge of technical and programmatic aspects of HIV/AIDS is required. Experience with planning, management, monitoring and evaluation of public health programs are required. Substantive experience with data analysis and report writing is required. Previous experience with USAID programs or similar international development agency is highly preferred.

At trainee level (FSN 11) - At least five years progressively responsible mid to senior level experience managing public health programs is required. Working knowledge of technical and programmatic aspects of HIV/AIDS is required. Experience with planning, management, monitoring and evaluation of public health programs are required. Substantive experience with data analysis and report writing is required. Previous experience with USAID programs or similar international development agency is preferred.

At trainee level (FSN 10) - At least four years progressively responsible mid to senior level experience managing public health programs is required. Working knowledge of technical and programmatic aspects of HIV/AIDS is required. Experience with planning, management, monitoring and evaluation of public health programs is required. Substantive experience with data analysis and report writing is required. Previous experience with USAID programs or similar international development agency is preferred.

2. **LANGUAGES:** Demonstrated written and spoken fluency in English and Portuguese required. Level IV (fluent).
3. **EDUCATION: At full performance level (FSN 12)** - A Master's Degree in Public Health, International Health, Development Studies or related field is required. Training or studies in HIV/AIDS and/or public health administration are highly desired. A medical background is also highly desired. Should be capable of frequently rendering professional-technical insights and advice to his/her American Direct Hire Supervisor.

At trainee level (FSN 11) - A Master's Degree in Public Health, International Health, Development Studies or related field is required. A medical background is also highly desired. Should be capable of frequently rendering professional-technical insights and advice to his/her American Direct Hire Supervisor.

At trainee level (FSN 10) - A Master's Degree in Public Health, International Health, Development Studies or related field is required. A medical background is also highly desired. Should be capable of occasionally rendering professional-technical insights and advice to his/her American Direct Hire Supervisor.

4. **TECHNICAL KNOWLEDGE:** Working knowledge of technical and programmatic aspects of HIV/AIDS is required. Key issues effecting HIV/AIDS and the related health and well-being of the population in the Angolan context; Demographic profile of areas where USAID-assisted activities are underway and/or planned; Performance-based budgeting; financial analyses to track efficiency and effectiveness of donor-funded projects.

SKILLS/ABILITIES:

Communication Skills

1. The applicant must be conversant in English and be able to communicate clearly and concisely, both orally and in writing, including in preparation of technical reports.
2. The applicant must be fluent in Portuguese and be able to communicate proficiently both orally and in writing.
3. The applicant should have demonstrated ability to produce professional quality analytical pieces and make oral presentations logically and persuasively to USG officials, other donors, foreign government and local government officials.
4. Must be able to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials and Mission management.
5. The ability to work calmly, tactfully and effectively under intense pressure and adapt to the existing management team is essential.

Other Skills

1. Proven ability to work productively, independently, and with minimal supervision or guidance is required.
2. Strong interpersonal skills are required to establish and maintain effective contacts with counterparts both inside and outside of USAID.
3. Strong quantitative and analytical skills, operational and management skills, computer skills including ease and skill in using word processing programs, e-mail, databases and spreadsheets; manage more than one activity at a time in the performance of project/activity management; and the ability to conceptualize both strategically and programmatically.
4. In addition, the position will require an entrepreneurial, GRA-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional bureaucratic problems in managing program activities

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. 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.
2. 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.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

USAID/Angola
Attention: HR Office
Av Presidente Houari Boumediene, No. 32, Luanda
Email: hrusaidangola@usaid.gov

POINT OF CONTACT

Human Resources Office
Attention: Julia Almeida
Telephone: 222641251
FAX: 22264126

CLOSING DATE FOR THIS POSITION: June 20, 2014

The US Mission in Angola 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 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.

Marty D. George
Contracting Officer

Appendix A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References