



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 - 016

OPEN TO: **All Bangladeshi Interested Qualified Candidates**

POSITION: **Project Management Specialist, FSN-10, multiple positions**

(Salary approx. Tk. 82,232 per month).

Depending on qualifications and experience, Incumbent(s) may be hired at a trainee grade (one grade lower than the position grade.)

OPENING DATE: **February 28, 2012**

CLOSING DATE: **March 28, 2012**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for **Project Management Specialist (multiple) positions** in the Office of Population, Health, Nutrition and Education.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, a candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The Project Management Specialist is a senior professional in the field of Public Health in Bangladesh. He/she has expertise in public and private care delivery which will include one or more of the following areas: program design, service delivery, maternal and child health, family planning, and infectious disease programs as well as monitoring, evaluation and reporting on population, health and nutrition programs. He/she provides substantive advice and support in the formulation and administration of the overall population, health, nutrition and education program of USAID Bangladesh. He/she provides professional advice on policy and strategic changes for effective implementation of public health programs. He/she is instrumental in the conception, design, development, negotiation, and implementation of PHNE projects and evaluative studies and surveys which have direct impact on the success in achieving USAID goals and objectives in the population and health sector. He/she provides technical support and guidance for PHNE compliance with policies and procedures for monitoring, evaluating, and reporting of population, health and nutrition projects and activities. He/she is responsible for liaison with the Government of Bangladesh, Global Fund to Fight AIDS, TB and Malaria (GFATM) and provides technical assistance and guidance to the GFATM in-country to ensure that its funds are programmed and utilized effectively.

The incumbent serves as the Agreement Officer's Representative (AOR) or Activity Manager (AM) for projects or activities totalling \$4-6 million annually in the areas of maternal and child health, family planning, and infectious diseases. He/she is responsible for the administration and management of assigned projects/activities to ensure that objectives are achieved in accordance with program descriptions and work plans. This entails providing technical advice to contractors, grantees and members of the PHNE team; monitoring project progress against objectives; ensuring compliance with terms and conditions of agreements; ensuring timeliness of implementation; monitoring complex budgets, pipelines, accruals and other financial matters. The incumbent will evaluate contractor performance, maintain project records and status reports, prepare necessary project documentation, recommend solutions to problems, and assist in the day-to-day management of projects. The incumbent will provide technical support for planning, managing, and executing evaluations and surveys for monitoring performance and impact of USAID-supported population and health projects. He/she will be directly responsible for developing, maintaining, and regularly updating the PHNE Performance Management Plan (PMP) including collecting, compiling, and reporting on operational plan indicators. The incumbent will use his/her independent judgment and initiative to complete complex tasks with minimal supervision.



USAID ADS, Mandatory Standard Provisions, AOR/COR guidebooks and USAID policy manuals on program development, program management and implementation, family planning policy compliance regulations and a variety of technical resources on maternal health and child survival, infectious disease and family planning and reproductive health programs. For further information on the Global Health Initiative (GHI) please visit the following link: <http://www.usaid.gov/ghi/> and for further information on USAID Forward please visit the following link: <http://forward.usaid.gov/>.

MAJOR DUTIES AND RESPONSIBILITIES:

Strategic Planning and Program Design:

Advise the Mission and PHNE team on maternal and child health (MCH), family planning (FP) and infectious disease (ID) status and issues. Provide guidance on strategies to achieve MCH, FP, and ID objectives of the PHNE program, identifies and prioritizes issues and suggests new strategies and changes for strengthening existing programs. Work with AORs/CORs and Activity Managers (AM) to ensure that all USAID-supported activities are technically appropriate, coordinated, and consistent with GOB and other donor-supported programs and strategies. Work with relevant ministries and line directors to identify areas for policy strengthening and reform and with professional groups, associations and other groups to implement policy reforms. Work with local governments, communities and implementing partners to identify, develop and strengthen public sector and civil society champions and networks to assume leadership in the policy development process.

Implementation and Financial Management:

Serve as AOR/COR/AM for multiple activities with an annual funding level in the range of \$4 to \$6 million. As AOR/COR/AM, develops and revises program descriptions as needed to achieve results. Ensure that annual work plans are consistent with project objectives and that they are prepared and approved in a timely manner. Monitor implementation through consultations, progress review meetings and field trips. Perform site visits to gather information about implementation progress and provides recommendations on changes to improve performance, etc. Monitor program and management activities to ensure compliance with policies and standard provisions. Coordinate with Mission financial analysts to track expenditures and pipeline and to coordinate the timing of incremental funding. Track quarterly financial statements and annual performance narratives so that they are in compliance with the agreement. Ensure that obligations, expenditures and pipelines conform to action plans, agreements, and budgets. Review activity budgets for appropriateness. Work in collaboration with the PHNE Office in ensuring that implementing partners prepare quarterly accruals and other reports. Review and signs vouchers. Assure timely receipt of all deliverables – reports,



attainment of milestones, etc. Responsible for bringing any problems in performance to the attention of the contract/grants officer and PHNE staff and for ensuring that remedial action is taken. Maintain records of performance and AOR/COR/AM actions. Participate in and ensures compliance with any program audits. The incumbent also participates in contract/grant closeout actions ensuring that all performance has been completed satisfactorily and all property accounted for.

Networking and Coordination:

Coordinate with national and local government officials to ensure that project activities are incorporated in the respective GOB Annual Operational Plans and assists technical experts from USAID Cooperating Agencies to establish project priorities, project inputs, expected results, and implementation timeframes, based on the Mission's program objectives, GOB health goals, resource constraints, and the capabilities of the implementing agencies. Represents USAID/Bangladesh on important national committees, working groups, and task forces such as International Coordination Committee on Immunization and Country Coordination Activities for HIV/AIDS, TB, and Malaria, for ensuring coordination of programs and policies. Collaborate with USAID partners, GOB, donor agencies and NGOs on policy and programmatic issues; shares research agenda and explores opportunities for leveraging USG funds and for scaling-up best practices and models.

Assessment, Reporting and Communication:

Participate in conceptualizing, planning, designing, and implementing operations research, surveys, and evaluations for USAID-supported projects. Collect, analyze, compile and prepare reports and narratives on USAID-supported activities for Operational Plan, Portfolio Reviews and other program performance monitoring efforts. Prepare briefing papers, memos, etc. on the technical areas for information and action, and responds to requests from Mission management, USAID/Washington and other parties as needed. Ensure that implementing partners have developed appropriate mechanisms and tools for monitoring and reporting compliance with Mission policies. Provide technical and management support for Demographic and Health Survey studies and evaluations for PHNE-supported population and health programs and technical assistance to and coordination of operations research activities in Bangladesh supported by USAID/Washington.

The incumbent is responsible for operating USAID information systems consistent with "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This



"compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** A Master's degree in Public Health or a social science or related field or a medical degree (MBBS) is required. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** Five years of progressively responsible, professional-level experience in public health is required, including infectious disease program planning, management, monitoring and evaluation, designing and managing research, data analysis and interpretation and presentation. At least two years of the experience should be in development assistance or related work with donor agencies, host-government organizations or the private sector. Should have demonstrated experience in maternal and child health, family planning, infectious diseases and health services delivery program management. **35 points**
- 3. Knowledge:** Must have sound knowledge of the concepts, principles, techniques and practices of family planning, maternal and child health, primary health care delivery, health policy and communications in developing countries. Must have working knowledge of NGO programs and management as well as Government of Bangladesh (GOB) health programs. Should be knowledgeable about principles and procedures of monitoring and evaluation, operations research design, methodology and interventions, with a good understanding of the current demographic and public health issues in Bangladesh. Should have thorough knowledge of Bangladesh's economic, political, social and cultural characteristics and of the history of development assistance activities in



Bangladesh. Should have or be able to acquire a thorough knowledge of U.S. Government legislation relating to development assistance. **25 points**

- 4. Skills and Abilities:** Ability to plan, organize, manage and evaluate complex projects is required. Must have computer skills in using statistical software, spreadsheet and PowerPoint. The ability to obtain, analyze and evaluate a variety of data and to organize and present it in meaningful terms to others is required. The ability to draft factual and interpretive reports covering complex subject-matter is required. Ability to exercise good social and professional judgment, having excellent interpersonal skills in cross cultural and multi-level settings. Ability to establish and maintain an extensive range of contacts with high-level officials of host government and with influential persons in the private sector. Able to maintain collaborative working relationship in a team structure. **25 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV (fluent) English and (fluent) Bangla, both speaking and reading/writing. The incumbent must be able to prepare reports, correspondence and documents in English in a professional and competent manner requiring little editorial change.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written



technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

I) A passport size photograph (taken within six months),

II) A copy of educational or trade school certificate.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America

Madani Avenue, Baridhara

Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of*



the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Clearance: Marty D. George, Supvy EXO: _____