



**U.S. MISSION  
BRIDGETOWN, BARBADOS  
VACANCY ANNOUNCEMENT NUMBER 16-034**



**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** USAID Project Management Specialist, Strategic Information

**OPENING DATE:** November 10, 2016

**CLOSING DATE:** November 25, 2016 (close of business 5:00pm)

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-10/1 – BDS\$101,325.00  
(Offer will depend on salary history)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Bridgetown, Barbados is seeking eligible and qualified applicants for the position of Project Management Specialist, Strategic Information, in the USAID Section.

**BASIC FUNCTION OF POSITION**

The Project Management Specialist is housed in the Health and HIV/AIDS Office in USAID/Eastern and Southern Caribbean (ESC) which manages the Mission's President's Emergency Plan for AIDS Relief (PEPFAR) and broad public health program. The incumbent's main role is to participate in and support the management and coordination of USAID/ESC's PEPFAR program, providing expert technical leadership in the synthesis, analysis, dissemination and use of data for decision-making and strategic recommendations across USAID's priority areas of global health. The Senior Strategic Information Analyst/Specialist is the Subject Matter Expert (SME) for Monitoring and Evaluation and other Strategic Information (SI)-related tasks pertaining to Health and HIV/AIDS at USAID/Eastern and Southern Caribbean (ESC). S/he supports USAID's Office of Health and HIV/AIDS to effectively adopt the U.S. President's Plan for AIDS Relief's (PEPFAR) new data-driven business model to improve program efficiency and effectiveness and improve overall accountability for results. S/he leads and coordinates the continuous and iterative use of data by USAID/ESC's Health and HIV/AIDS Office and the PEPFAR team for timely programmatic decision-making to accelerated impact. The Project Management Specialist provides technical support and capacity building to USAID Health and HIV/AIDS Office team members and sometimes to technical colleagues within the PEPFAR team. S/he is physically located at the US Embassy in Barbados and is responsible for all SI activities in USAID/ESC's geographic coverage area.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

- 1. EDUCATION:** Minimum of a Master's degree, or local equivalent, in public health, epidemiology, demography, biostatistics, data science or other related field is required. An advanced degree in one of the above mentioned fields is highly recommended.
- 2. EXPERIENCE:** Minimum of five years of progressively responsible, professional level experience working in strategic information, monitoring and evaluation, development project design and management is required. Experience must demonstrate ability to provide technical support and capacity building in high quality data capture, management, analysis and use for decision-making. In-depth knowledge of best practices in strategic information, data visualization and program design, monitoring and evaluation in resource and data-poor environments is a must. Demonstrated experience producing dynamic visualization and presentation data based on data visualization theory and techniques and built using industry standards (such as Tableau, R, D3.js, Adobe Illustrator, Excel, or similar) is required. Experience with health data visualizations preferred. At least two years of prior work experience must involve database management, data informatics and visualization, delivery of technical and scientific presentations and report writing. Experience with USAID and PEPFAR programs, policies and regulations are highly desirable.
- 3. LANGUAGE:** Level IV English, both oral and written, is required
- 4. SKILLS AND ABILITIES:** The job holder must have the ability to function proactively and independently within a highly demanding and frequently changing environment. S/he must have demonstrated excellent team work and interpersonal skills in a fast paced, dynamic and multi-cultural work setting. S/he must be comfortable working both independently and collaboratively. S/he must have excellent leadership skills to form and lead results-driven project teams and work groups. S/he must possess working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities as required. The incumbent must possess advanced oral and written communication skills and a proven ability to develop and deliver effective data informatics that visually convey complex data analyses and trends to technical specialists, lay counterparts, political leaders and other key stakeholder audiences. Considerable ingenuity, diplomacy and tact will be required by the incumbent to influence team members, technical counterparts, implementing partners, partner governments and occasionally other collaborative organizations to adopt state-of-the-art health and HIV/AIDS SI strategies, systems and tools. The candidate must be capable of prioritizing and managing several activities simultaneously.
- 5. JOB KNOWLEDGE:** The incumbent must have in-depth professional-level knowledge of strategic information and monitoring and evaluation principles, concepts and practices, especially as they relate to managing public health and HIV/AIDS prevention, care and treatment programs/projects/activities in the Caribbean region. The Incumbent should be highly conversant with the concepts and terminology of international development and strategic information, including knowledge of survey methodology, disease surveillance methods, data collection and data analysis, evaluation methods and an understanding

of health information systems and epidemiology. S/he must pose demonstrated competency in data management systems and data analysis applications such as DATIM/DHIS2, MS Access, SPSS, SAS, and Spectrum. S/he must also have proven health data visualization and health informatics expertise and experience. The Incumbent must be able to proactively and independently locate reference materials and data, research and analyze quantitative and qualitative data and present interpretation of said resources in concise and appropriate written reports, visual and graphic informatics. S/he must pose expert quantitative and analytical skills, an ability to develop monitoring and evaluation protocols, devise measurable indicators and set appropriate and achievable targets to measure performance outcomes. S/he must be able to develop a variety of data tools for analysis, aggregation and interpretation of data, including but not limited to country-specific workbooks, POART dashboards, SIMS data visuals, indicator and budget trend analysis charts, geospatial data mapping and program monitoring informatics. The incumbent must be adept at delivering scientific presentations and developing reference materials, health informatics and speeches on epidemiology and other relevant health and HIV/AIDS program management data for informational, advocacy and coordination purposes. The incumbent must pose strong capacity building and technical support skills to strengthen USAID/ESC and the Caribbean Regional PEPFAR team's ability to use cutting-edge strategic information tools and databases for high quality data collection, analysis and use in strategic programmatic and resource allocation decision making.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://barbados.usembassy.gov/vacancies2.html> and/or by contacting the Human Resources Office (246) 227-4342.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security certification or a Non-Sensitive security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (**Form DS-174**), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, language test scores, work and/or residency permits, CSME skills certificate).

## WHERE TO APPLY:

**Human Resources Office** Human Resources Office, Bridgetown, Barbados-  
Telephone: (246) 227-4342 or (246) 227-4014.  
**Mailing Address:** U.S. Embassy, Wildey Business Park, Wildey, St. Michael,  
Barbados BB 14006  
**FAX Number:** (246) 227-4048  
**E-mail Address:** [BridgetownHR@state.gov](mailto:BridgetownHR@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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. The Department of State 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.

## Appendix A - DEFINITIONS

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**

- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and

- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

*Drafted: ACarrington –USAID*

*Cleared: MHunte – HRS*

*Cleared: TOwens, RHRO*

*Approved: CHanson – MO*



**13. BASIC FUNCTION OF POSITION**

The Project Management Specialist is housed in the Health and HIV/AIDS Office in USAID/Eastern and Southern Caribbean (ESC) which manages the Mission's President's Emergency Plan for AIDS Relief (PEPFAR) and broad public health program. The incumbent's main role is to participate in and support the management and coordination of USAID/ESC's PEPFAR program, providing expert technical leadership in the synthesis, analysis, dissemination and use of data for decision-making and strategic recommendations across USAID's priority areas of global health. The Senior Strategic Information Analyst/Specialist is the Subject Matter Expert (SME) for Monitoring and Evaluation and other Strategic Information (SI)-related tasks pertaining to Health and HIV/AIDS at USAID/Eastern and Southern Caribbean (ESC). S/he supports USAID's Office of Health and HIV/AIDS to effectively adopt the U.S. President's Plan for AIDS Relief's (PEPFAR) new data-driven business model to improve program efficiency and effectiveness and improve overall accountability for results. S/he leads and coordinates the continuous and iterative use of data by USAID/ESC's Health and HIV/AIDS Office and the PEPFAR team for timely programmatic decision-making to accelerated impact. The Project Management Specialist provides technical support and capacity building to USAID Health and HIV/AIDS Office team members and sometimes to technical colleagues within the PEPFAR team. S/he is physically located at the US Embassy in Barbados and is responsible for all SI activities in USAID/ESC's geographic coverage area.

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME**

The Senior Strategic Information Analyst/Specialist is the Subject Matter Expert (SME) for Monitoring and Evaluation and other Strategic Information (SI)-related tasks pertaining to Health and HIV/AIDS at USAID/Eastern and Southern Caribbean (ESC). S/he supports USAID's Office of Health and HIV/AIDS to effectively adopt the U.S. President's Plan for AIDS Relief's (PEPFAR) new data-driven business model to improve program efficiency and effectiveness and improve overall accountability for results. S/he leads and coordinates the continuous and iterative use of data by USAID/ESC's Health and HIV/AIDS Office and the PEPFAR team for timely programmatic decision-making to accelerated impact. S/he supports the Health and HIV/AIDS Office by providing expert technical leadership in the synthesis, analysis and triangulation of epidemiological, project and financial data and the presentation of this data to multiple internal and external audiences, producing clear visual, graphic and written health informatics resources/products. S/he produces cutting-edge data visualizations to enhance USAID's demonstration of its technical and scientific health and HIV/AIDS expertise. The Senior Strategic Information Analyst/Specialist is responsible for high quality reporting that meets all program monitoring and evaluation requirements of USAID and the U.S. President's Plan for AIDS Relief (PEPFAR). S/he works closely with USAID's Monitoring and Evaluation Specialist in the Program Office and the PEPFAR SI Technical Working Group. S/he reports to the Director of the Health and HIV/AIDS Office.

Technical Oversight and Leadership (30%)

Data and the use of data for resource allocation and timely results-oriented program management decisions is of primary importance to both USAID and the Office of the Global AIDS Coordinator (OGAC). The job holder provides technical leadership, and demonstrates expert knowledge of PEPFAR planning and reporting tools, program monitoring, operational research, data use and analysis. S/he provides expert technical leadership in the synthesis, analysis and triangulation of epidemiological, project and financial data and the presentation of this data to multiple internal and external audiences, producing clear visual, graphic and written health informatics resources and products. S/he is responsible for distilling complex analytical insights from multiple data sets and presenting the results in compelling analytical visualizations and informatics. S/he is responsible for working with USAID and PEPFAR technical counterparts to apply these products to improve planning and programming. In addition to generating analytical visualization products as deliverables, the job holder will identify and lead the integration and application of data visualization throughout USAID and PEPFAR program cycles to better support the goal of data-driven decision making and accelerated impact. S/he actively liaises with the Global Health Bureau staff from its Data Analytics Hub and Monitoring and Evaluation Collaborative and participates in regional Health and HIV/AIDS technical working groups coordinated by relevant regional inter-governmental institutions such as the Pan Caribbean Partnership against HIV/AIDS (PANCAP). The job holder stays abreast of literature and latest developments in the fields of data analysis, data visualization and public health SI. Ultimately, the job holder is responsible for providing the technical leadership, oversight and expertise required to monitor and evaluate the Health and HIV/AIDS Office's achievement of its develop objective "Epidemic control of HIV/AIDS among key populations increased" and the overall portfolio's alignment with and contribution to USAID/ESC's goal of "Safer and more prosperous Caribbean communities."

## USAID Health and HIV/AIDS Office and Project Support (30%)

The Office of the Global AIDS Coordinator (OGAC) has instituted multiple new strategic information guidelines, tools and platforms/databases such as the new Monitoring, Evaluation and Reporting (MER) indicators, Site Improvement through Monitoring Systems (SIMS), Data for Accountability, Transparency and Impact Monitoring (DATIM), and quarterly reporting for the PEPFAR Oversight Accountability Response Team (POART), which add to the full complement of SI-related implementation, management and oversight responsibilities of the job holder. The job holder is responsible for ensuring high quality and timely data capture and management of strategic information processes for complete and accurate USAID and PEPFAR reporting. In this capacity, s/he provides guidance and develops frameworks for procedures and processes that institutionalizes and supports capacity development and skills building for high quality project design, monitoring, evaluation and reporting. S/he is responsible for deploying and maintaining all USAID and PEPFAR data management databases and for training Health and HIV/AIDS Office technical staff and implementing partners in the use of these systems to maximize program efficiency and effectiveness. The job holder is responsible for training Health and HIV/AIDS Office and Caribbean Regional PEPFAR staff in data analysis and the development of graphic and visual health informatics and easily digestible data presentations to support more robust and routine data-use for programmatic decision-making and results-oriented course corrections. These may include but are not limited to country-specific workbooks, POART dashboards, SIMS data visuals, indicator and expenditure analysis trend charts and program monitoring informatics. The job holder is also responsible for supporting USAID Health and HIV/AIDS technical staff with implementing partner performance management, including the selection of appropriate MER indicators, the development and finalization of project monitoring plans, SIMS plans, data quality assessments and other SI-related requirements. S/he assists Activity Managers, Agreement Officer Representatives (AORs) and Contract Officer Representatives (COR) in establishing activity and program level targets. S/he strengthens the capacity of USAID technical staff and implementing partners to plan, manage, and use advances in electronic health information systems to support HIV/AIDS programs.

## USAID Health and HIV/AIDS Activity Management (20%)

The job holder serves as Activity Manager for the MEASURE field support cooperative agreement. S/he acts as the AOR right hand project manager ensuring strong technical direction, guidance and oversight of activities implemented in the Caribbean region. S/he also ensures all USAID planning; implementation oversight, results-oriented technical guidance and reporting requirements are met. S/he ensure that the implementing partner comply with all applicable U.S. Government and USAID policies and regulations and makes regular technical and programmatic recommendations to the AOR for her/his action. It is expected that the job holder will serve as either AOR/COR or Activity Manager of any SI specific implementing mechanism in the Health and HIV/AIDS Office project portfolio. The job holder may be requested to be AOR/COR or Activity Manager for external evaluations or special studies as required.

## PEPFAR Inter-Agency Technical Leadership and Support (20%)

The job holder serves as a member of PEPFAR's Inter-Agency Strategic Information Technical Working Group (TWG), potentially serving as chair or co-chair. S/he is responsible for ensuring robust and routine inter-agency review and analysis of achievements' against targets across technical areas and for preparation of all documents, presentations and technical responses to specific queries from the Office of the Global AIDS Coordinator (OGAC), particularly as pertains to the quarterly POART Headquarter reviews. S/he is similarly responsible for all SI-related products and deliverables assigned to the PEPFAR SI TWG in planning, drafting and finalization of annual Caribbean Regional Operational Plans. This includes developing standard PEPFAR data visualizations that enable country teams to support a data-driven, objective and transparent inter-agency decision-making and resource allocation planning process. By fostering strong collaboration around data analysis and data use, and by focusing on results and impact, it is expected that the job holder will contribute significantly to operationalizing OGAC's new data-driven business model to improve program efficiency and effectiveness and improve overall accountability for results. The job holder is responsible for representing the SI TWG and its activities to the Caribbean Senior Management Team (SMT) and both technical and senior level leadership in OGAC, partner governments and other development partners as required.

Performs Other Duties as Assigned

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Minimum of a Master's degree, or local equivalent, in public health, epidemiology, demography, biostatistics, data science or other related field is required. An advanced degree in one of the above mentioned fields is highly recommended.

- b. **Prior Work Experience:** Minimum of five years of progressively responsible, professional level experience working in strategic information, monitoring and evaluation, development project design and management is required. Experience must demonstrate ability to provide technical support and capacity building in high quality data capture, management, analysis and use for decision-making. In-depth knowledge of best practices in strategic information, data visualization and program design, monitoring and evaluation in resource and data-poor environments is a must. Demonstrated experience producing dynamic visualization and presentation data based on data visualization theory and techniques and built using industry standards (such as Tableau, R, D3.js, Adobe Illustrator, Excel, or similar) is required. Experience with health data visualizations preferred. At least two years of prior work experience must involve database management, data informatics and visualization, delivery of technical and scientific presentations and report writing. Experience with USAID and PEPFAR programs, policies and regulations are highly desirable.
- c. **Post Entry Training:** Familiarization training in USAID and PEPFAR specific procedures, regulations and methods is required and will be provided. Orientation to working from a donor-Agency perspective and in the context of the USG PEPFAR program will be provided. Successful completion of formal COR/AOR certification courses is required and will be provided. Other training to maintain professional capability in the field such as data analytics and informatics, database and software applications and statistical analysis will be offered as needed; and courses, seminars, conferences and other activities in fields related to position function and needed to maintain and update professional qualifications may be provided subject to availability of funds.
- d. **Language Proficiency:** Level IV English, both oral and written, is required
- e. **Job Knowledge:** The incumbent must have an in-depth professional-level knowledge of strategic information and monitoring and evaluation principles, concepts and practices, especially as they relate to managing public health and HIV/AIDS prevention, care and treatment programs/projects/activities in the Caribbean region. The Incumbent should be highly conversant with the concepts and terminology of international development and strategic information, including knowledge of survey methodology, disease surveillance methods, data collection and data analysis, evaluation methods and an understanding of health information systems and epidemiology. S/he must pose demonstrated competency in data management systems and data analysis applications such as DATIM/DHIS2, MS Access, SPSS, SAS, and Spectrum. S/he must also have proven health data visualization and health informatics expertise and experience. The Incumbent must be able to proactively and independently locate reference materials and data, research and analyze quantitative and qualitative data and present interpretation of said resources in concise and appropriate written reports, visual and graphic informatics. S/he must pose expert quantitative and analytical skills, an ability to develop monitoring and evaluation protocols, devise measurable indicators and set appropriate and achievable targets to measure performance outcomes. S/he must be able to develop a variety of data tools for analysis, aggregation and interpretation of data, including but not limited to country-specific workbooks, POART dashboards, SIMS data visuals, indicator and budget trend analysis charts, geospatial data mapping and program monitoring informatics. The incumbent must be adept at delivering scientific presentations and developing reference materials, health informatics and speeches on epidemiology and other relevant health and HIV/AIDS program management data for informational, advocacy and coordination purposes. The incumbent must pose strong capacity building and technical support skills to strengthen USAID/ESC and the Caribbean Regional PEPFAR team's ability to use cutting-edge strategic information tools and databases for high quality data collection, analysis and use in strategic programmatic and resource allocation decision making.
- f. **Skills and Abilities:** The job holder must have the ability to function proactively and independently within a highly demanding and frequently changing environment. S/he must have demonstrated excellent team work and interpersonal skills in a fast paced, dynamic and multi-cultural work setting. S/he must be comfortable working both independently and collaboratively. S/he must have excellent leadership skills to form and lead results-driven project teams and work groups. S/he must pose working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities as required. The incumbent must pose advanced oral and written communication skills and a proven ability to develop and delivery effective data informatics that visually convey complex data analyses and trends to technical specialists, lay counterparts, political leaders and other key stakeholder audiences. Considerable ingenuity, diplomacy and tact will be required by the incumbent to influence team members, technical counterparts, implementing partners, partner governments and occasionally other collaborative organizations to adopt state-of-the-art health and HIV/AIDS SI strategies, systems and tools. The candidate must be capable of prioritizing and managing several activities simultaneously.

## 16. POSITION ELEMENTS

- a. **Supervision Received:** The Senior Strategic Information Analyst/Specialist reports to USAID ESC's Health and HIV/AIDS Office Director or his/her designee. The incumbent is expected to exercise considerable independent judgement in carrying out assigned tasks and to be able to function effectively within an multi-cultural and inter-

agency environment. As a senior technical advisor, s/he should work proactively and independently on key tasks and also ensure that her supervisor and technical colleagues are fully appraised on the status of work assignments. Assignments are often self-generated and made in terms of a review of goals and objectives to be achieved and the results expected. Assignments may also be directed by the incumbent's supervisor and the PEPFAR SI Technical Working Group.

- b. **Supervision Exercised:** This is a non-supervisory position. However, the job holder is expected to provide technical support and capacity building to a diverse team of health and HIV/AIDS experts in USAID and located across multiple U.S. agencies and countries and in the Caribbean region.
- c. **Available Guidelines:** USAID regulations, Automated Directives System, PEPFAR Guidance, Global Health/USAID/Washington regulations and policies will provide broad guidelines as to the conduct of work related to the duties described above. In situations where considerable interpretation is required, the incumbent will coordinate with the appropriate superior.
- d. **Exercise of Judgment:** A high degree of independent professional judgment is required, such as when consulting with partner governments, U.S. embassies, other donors, the private sector in identifying opportunities for collaboration and coordination of interventions, and in recommending interventions to solve design, implementation, compliance and management challenges related to strategic information and program performance. Independent judgment and ingenuity is required in order to interpret and make decisions, based on careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact. Initiative and proactive engagement of the incumbent's supervisor and/or other key partners/colleagues is critical to successful job performance as is discretion, tact and tenacity in resolving problems that arise during the course of work – problems for which there is often no clear or immediate solution. The job holder completes work independently and monitors implementation of assigned portfolio while maintaining a high degree of accountability for results achieved.
- e. **Authority to Make Commitments:** The incumbent cannot make financial commitments on behalf of the USG. However, because of the incumbent's expertise and standing as a highly qualified professional in her/his field, weight will be given to her/his conclusions and recommendations when commitments are made by those with the authority to do so. The job holder does exercise the authority given to all USAID activity managers and AORs/CORs, and may make administrative arrangements consistent with the ADS guidance and Mission policy. The Job holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and supervisor regularly informed of activity and portfolio status.
- f. **Nature, Level, and Purpose of Contacts:** The Job holder maintains a full range of contacts within the Mission, at all levels, and with assigned implementing partners and grantees implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staff, and senior staff as needed, to keep the Embassies in USAID/ESC's coverage area fully appraised of USAID Health and PEPFAR SI work in-country. Host-governments, local and other contacts may vary widely with the type and scope of portfolio and may be at any level, including Ministerial, Deputy Minister, etc. The incumbent is expected to establish and maintain considerable interaction with USAID/Washington Global Health and Latin America and Caribbean staff, OGAC and others to maintain up-to-date knowledge and understanding of USAID and PEPFAR SI regulations, guidelines, systems and tools. The incumbent is also responsible for establishing and maintaining senior professional contacts with USAID Global Health Bureau's Data Analytics Hub staff and Monitoring and Evaluation Collaborative as well as other regional senior level professional contacts with PANCAP and other development partners including UN agencies and the Global Fund to Fight HIV/AIDS Malaria and Tuberculosis for gathering information on local and regional SI related activities and sharing information on USAID and PEPFAR SI work.
- g. **Time Expected to Reach Full Performance Level:** One year