TO:	All qualified Applicants
FROM:	Clemencia Acacha Bonou, Supervisory Executive Specialist
Subject:	Job Opportunity Announcement Solicitation #: 680-11-020
Date:	October 24, 2011

USAID is accepting applications for the following local-hire position

POSITION TITLE:	USAID Project Management Specialist
NUMBER OF POSITIONS:	One (1)
GRADE:	**FSN 11** (FCFA 20,169,794 to FCFA 36,039,124) **FSN 10** (trainee level FCFA 16,169,769 to FCFA 28,639,072)
OPENING DATE:	October 24, 2011
CLOSING DATE:	November 14, 2011 at 12:00
WORK HOURS:	Full-time: 40 hours/week

Applicant must be a Foreign Service National or ECOWAS Cooperating Country National (CCN).

Definitions:

Foreign Service National Personal Services Contractor (FSNPSC) employee is a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who entered in a contract pursuant to the AIDAR, Appendix J.

Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country.

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

I. BASIC FUNCTION OF POSITION:

The contractor shall serve as the Project Management Specialist in the Family Health team and provide broad technical guidance, analysis and leadership in the formulation and management of USAID/Benin's overall Family Health portfolio, and in the implementation of its performance management plan.

The contractor shall report directly to the Family Health Team Leader and will assist her/him in (1) administering all Family Health Team activities; (2) overseeing coordination of Family Health Team reporting activities; and (3) formulating and assessing Family Health policies and procedures. Additionally, s/he will have primary responsibility for the management of the follow-on Integrated Family Health Program.

II. MAJOR DUTIES AND RESPONSIBILITIES

Together with the Team Leader, s/he assures technical oversight of the Family Health portfolio on all health-related matters; coordinates; engages members in portfolio development; and strengthens monitoring and evaluation of USAID/Benin's health program.

Specifically, the contractor shall perform the following:

a. Activity Management and Administration (40%)

1. Serve as Agreement Officer's Technical Representative (AOTR) for the Integrated Family Health Program, which currently includes MCH, FP/RH, HIV/AIDS, Primary Health Care (PHC) and water treatment activities.
2. Assist the Family Health Team Leader in planning activities on an annual, quarterly and monthly basis and coordinate activities that strengthen the Mission's leadership in integrated health activities. Responsibilities include preparing and/or updating information on project expenses, performing accruals on a quarterly basis and participating in activity management and portfolio reviews.
3. Coordinate with the Family Health Team Leader and other Family Health Team members to ensure that policy implications of health programs proposed by other donors are assessed and tracked. Such policies will include HIV-related issues, access to informed choices in Family Planning, social marketing of family health products, and regulations on community-based PHC delivery.
4. Organize and facilitate periodic meetings with implementing partners to discuss achievements and issues related to the Integrated Health Program, in collaboration with the Office of Program Coordination (OPC).
5. Participate, as needed, in policy development and coordination meetings within USAID and with USAID partners working in areas related to the Integrated Family Health Program, such as MCH, FP/RH, social marketing and HIV/AIDS, Expanded Program on Immunization (EPI), PHC and other issues as assigned.
6. Participate, together with the Team Leader and other staff members, in periodic conference calls with AID/Washington virtual team members on health program activities and coordinate support needed from the Washington-based team by USAID/Benin.
7. Work with other Family Health Team members and the Office of Program Coordination (OPC), to enhance outreach and communication activities for USAID/Benin's health portfolio. Such activities may include drafting speeches for significant events, preparing press releases, reporting cables and editing success stories.
8. Perform other duties as assigned by the Team Leader or the Mission Director.

b. Technical Oversight and Program Development (30%)

9. Serve as technical advisor to USAID/Benin on all integrated health- and population-related matters and oversee the technical design of the Mission's MCH, FP/RH and HIV/AIDS activities.
10. Identify and organize external technical assistance in support of the successful implementation of the Integrated Health Program.
11. Contribute to the design and implementation of the Mission's Operational Plan (OP), the Malaria Operational Plan (MOP), the Program Management Plan (PMP) and Program

Performance Report (PPR) and portfolio reviews. Work with the education strategic objective to assess results achieved in their programs with regards to HIV/AIDS prevention and other health initiatives in the education sector.

c. Development Duties (10%)

1. Assist the Family Health Team Leader in organizing/updating work plans, calendar of activities and the development or updating of staff work objectives.
2. Provide, as needed, training to Family Health Team staff in technical areas.
3. Maintain close contact with USAID/Washington and health teams of other USAID missions to encourage information exchange and ensure that USAID/Benin's program reflects the Agency's best practices.
4. Assist the Team Leader in identifying, planning and using the wide range of USAID health-sector funding opportunities and other resources and implementation mechanisms available within USAID/Washington.

d. Strengthening Relationships with Partners (10%)

1. Attend sector-specific meetings, including donor coordination meetings, Technical Working Groups, the Country Coordinating Mechanism and others. Participate in inter-agency meetings including UNAIDS, EPI, FP/RH and HIV/AIDS meetings.
2. Act as liaison with Macro International and national authorities regarding the Demographic and Health Survey (DHS) to identify relevant follow-up studies and to coordinate dissemination of findings.
3. Pre-position USAID-funded assistance to leverage funds from other sources including the Global Fund to fight AIDS, TB and Malaria (GFATM) and may be designated to participate in Country Coordinating Mechanism (CCM) meetings, and, whenever necessary, ensure that USAID/Benin's views are taken into consideration, and report to the Team Leader and the Mission Director any issues impeding the smooth implementation of Global Fund grants provided to Benin.

e. Monitoring and Evaluation (10%)

1. Lead or participate in quarterly program reviews, program evaluations and semi-annual portfolio implementation reviews.
2. Ensure guidelines are developed for monitoring and evaluation that are in line with Agency and Mission policies, and that implementation partners track the impact of activities on at least a yearly basis.
3. Lead the development and implementation of an annual monitoring and evaluation plan that will capture lessons learned, potential innovations and other items that could be shared more widely.
4. Assess achievement against targets and performance indicators on a continual basis through analyses of reports, site visits, and ongoing contact with implementing partners.
5. Contribute, as needed, to the preparation of these USAID-required documents: Congressional Budget Justification, Operating Plan (OP), Initial Environmental Examination and others.

III. QUALIFICATIONS AND EXPERIENCE:

a. **Education:** A master's degree in public health, program management or a related field is required.

b. **Experience**:

1. Work Experience: A minimum of five (5) years of experience in the management and implementation of international population, family health, MCH, HIV/AIDS prevention or health service delivery projects is required. More specifically, the applicant should have a broad-based knowledge and experience in Global Health programs, and should be familiar with internationally recognized best practices on the themes related to MCH, FP/RH and Primary Health Care.
2. Health Program Planning/Design/Implementation: A minimum of five (5) years' demonstrated experience in strategic planning, as well as management, design, implementation and evaluation of health sector programs is required.
3. Partnerships: A minimum of five (5) years' experience working as a technical advisor or manager for a donor agency, international NGO or public sector organization is required.
4. Developing Country Experience: The applicant's professional experience must demonstrate familiarity with and sensitivity to socio-cultural, political and institutional factors affecting program development and implementation in a developing country. At least five years of field experience working in Africa is required.

c. **Skills:**

1. Interpersonal skills: Applicants must have strong interpersonal skills, including the ability to work effectively within a multi-national team. These skills will be checked through reference checks.
2. Full fluency (FS-4) in oral and written English: A minimum of full professional proficiency in English including the ability to use the language fluently and accurately on all levels normally pertinent to professional needs is required. This means that s/he 1) can understand and participate in conversations within the range of his/her own personal or professional experience with a high degree of fluency and precision of vocabulary; 2) would rarely be taken for a native speaker, but can respond appropriately even in unfamiliar situations; 3) makes only quite rare errors of pronunciation, grammar and spelling; 4) can handle formal interpreting from and into the language; and 5) can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and are generally free from errors in mechanics, usage, spelling and sentence structure. English skills at the ability of professional bilingual proficiency are preferred.
3. Fluency (FS-3) in French: A minimum professional working proficiency in French is required. This includes 1) ability to participate effectively in most formal and informal conversations on practical, social and professional topics; 2) ability to discuss particular interests and special fields of competence with reasonable ease; 3) complete

comprehension for a normal rate of speech; 4) a general vocabulary which is broad enough that s/he rarely has to grope for a word; 5) has a good control of grammar and errors virtually never interfere with understanding. This includes ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects and ability to write simple documents.

4. Computer Skills: Fully functional in Windows, MS Outlook, Word processing, Power-Point and spreadsheet software. Fully functional in using the internet to solve problems and research information, such as regulatory guidance.

IV. POSITION ELEMENTS

a. **Supervision Received**: The Contractor will work under the supervision of the Family Health Team Leader. S/He will work with the Family Health Team and other USAID project managers to facilitate collaboration among implementing partners and integration of other relevant USAID/Benin activities. The contractor shall develop and negotiate an annual work plan with the Family Health Team Leader who will evaluate her/him annually on the basis of the work plan.

b. **Available Guidelines**: The following guidelines will be available to the position holder:
   - Global Health, Nutrition and President's Malaria Initiative (PMI) documentation and guidance
   - Automated Directives System
   - Project Officers Guide Book
   - Evaluation Handbook
   - Federal Acquisitions Regulations Handbook
   - Mission Orders

c. **Post-Entry Training**: Programming Foreign Assistance; ADS 200 series; AOTR/COTR certification; courses in Project Implementation, Project Design and Evaluation and Development Studies Program (or their equivalent) is highly desirable.

d. **Exercise of Judgment**: A high degree of independent judgment is required for planning, monitoring and evaluating design and program activities, reporting and other assignments.

e. **Authority to Make Commitments**: The contractor cannot make financial commitments on behalf of the U.S. Government. However, s/he exercises significant influence over the planning, design, implementation and management of project activities. All major written communications to parties outside the Mission involving policy are submitted to the Family Health Team Leader and Mission Director for clearance.

f. **Nature, Level and Purpose of Contacts**: The incumbent makes frequent (sometimes daily) contacts with other units in the Mission, with technical officials of Ministries of the GOB (particularly the Ministries of Health and Family), donors to the health sector, local professional associations, and local/international NGOs concerning family health issues, policies, coordination and consultation. S/He may initiate, conduct capacity building activities locally and/or supervise external providers of technical capacity building in the areas of her expertise related to the Family Health Team portfolio. The individual must be willing and able to spend as much as 20 percent of his/her time

traveling to visit project sites and participate in USAID-sponsored meetings and conferences, locally or internationally.

g. **Time expected to reach full performance**: One year

h. **Logistical support required**: The logistical support provided by USAID/Benin includes office space and equipment, transportation in-country for official meetings, work-related travel arrangements/tickets.

i. **Period of Service to USAID/Benin, Security and Medical Clearance:**
The Contractor's period of service shall be approximately two years from the effective date of the contract with a possibility of renewal for two additional years. Extensions will be contingent on availability of funds and USAID approval.

V. QUALIFICATIONS AND EXPERIENCE, TECHNICAL KNOWLEDGE, SKILLS AND EVALUATION FACTORS:

1. **Education: (15 points).**
Initial screening is Yes/No scoring. An applicant will not be considered if he/she does not meet the minimum requirements A master's degree in public health, program management or a related field is required.

2. Experience: (50 points)

Work Experience: (20 points). A minimum of five (5) years of experience in the management and implementation of international population, family health, MCH, HIV/AIDS prevention or health service delivery projects is required. More specifically, the applicant should have a broad-based knowledge and experience in Global Health programs, and should be familiar with internationally recognized best practices on the themes related to MCH, FP/RH and Primary Health Care.

Planning/Design/Implementation: (10 points). A minimum of five (5) years' demonstrated experience in strategic planning, as well as management, design, implementation and evaluation of health sector programs.

Partnerships: (10 points). A minimum of five (5) years' experience working as a technical advisor or manager for a donor agency, international NGO or public sector organization is required.

Developing Country Experience: (10 points). The applicant's professional experience must demonstrate familiarity with and sensitivity to socio-cultural, political and institutional factors affecting program development and implementation in a developing country. At least five years of field experience working in Africa is required.

3. Skills: (35 points)

Interpersonal/team skills: (10 points). Applicants must have strong interpersonal skills, including the ability to work effectively within a multi-national team.

Fluency in English: (10 points). A minimum of full professional proficiency in English including the ability to use the language fluently and accurately on all levels normally pertinent to professional needs is required. This means that s/he 1) can understand and participate in conversations within the range of his/her own personal or professional experience with a high degree of fluency and precision of vocabulary; 2) would rarely be taken for a native speaker, but can respond appropriately even in unfamiliar situations; 3) makes only quite rare errors of pronunciation, grammar and spelling; 4) can handle formal interpreting from and into the language; and 5) can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and are generally free from errors in mechanics, usage, spelling and sentence structure. English skills at the ability of professional bilingual proficiency are preferred.

Fluency in French: (7 points). A minimum professional working proficiency in French is required. This includes 1) ability to participate effectively in most formal and informal conversations on practical, social and professional topics; 2) ability to discuss particular interests and special fields of competence with reasonable ease; 3) complete comprehension for a normal rate of speech; 4) a general vocabulary which is broad enough that s/he rarely has to grope for a word; 5) has a good control of grammar and errors virtually never interfere with understanding. This includes ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects and ability to write simple documents.

Computer Skills: (8 points). An applicant will not be considered if s/he does not meet the following minimum computer skills requirements:

- Fully functional in Windows, MS Outlook, word processing, Power-Point and spreadsheet software.
- Fully functional in using the internet to solve problems and research information, such as regulatory guidance.

VI. INSTRUCTIONS TO APPLICANTS

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. Applicants may submit a CV and OF-6I2 for FSN and CCN and are strongly encouraged to write a brief narrative to demonstrate how their previous experience and skills are suited for this position. Applicants who do not include a discussion of how they meet all the qualification requirements (education, prior work experience, knowledge, language and communication, skills and abilities) in the application letter will not receive further consideration. Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.

After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, professional experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written exam followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates which have the requisite qualifications and experience to successfully fulfill the position. **Applications must include the names and contacts information for at least three references.** Applicant must provide names and contact information for at least three references and USAID may seek additional contacts for reference check as appropriate or determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor.

Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website http://www.usaid.gov/forms/of-612.doc or at federal offices. Applicants should retain for their record copies of all enclosures that accompany their applications.
Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be PDF format. Electronic submissions will be accepted.

Electronic submissions are authorized and are to be sent to: cacacha@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application. For those who wish to send hard copies of their application by mail:

To:

USAID/Benin,
Executive Office (EXO)
Rue Caporal Anani Bernard
American Embassy
01 BP 2012
Cotonou, Republic of Benin

N.B: Mark submissions "PSC 680-11-020". Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

VII. COMPENSATION

The position grade is FSN 11. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-10 based upon the candidates past salary, work history, experience and educational background.

Applicants falling at the FSN 10 will receive an annual salary increase of one step each year up to the maximum step FSN 10 upon fully successful performance. They may move to the higher grade FSN-11 after one year, if they are more than fully successful and experienced to perform

all duties and responsibilities associated with the position. **Salaries over and above the market value will not be entertained or negotiated.** Only salaries and the benefits listed below will be paid. USAID/Benin would like to reiterate that this position status has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any. Contractor will be solely responsible for the shipment, transportation and costs associated with a possible relocation to Benin if necessary. Therefore only the below authorized benefits will be included in the contract.