



JOB VACANCY ANNOUNCEMENT U.S. MISSION - YAOUNDE

OPEN TO: All Interested Applicants

POSITION: Program Management Specialist (Global Health Security Advisor)

OPENING DATE: March 9, 2016

CLOSING DATE: March 23, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY RANGE: FSN-10 (FCFA 19,181,721 – FCFA 30,298,933 p.a.) depending on qualification and experience.

The U.S. Mission in Yaounde, Cameroon is seeking a highly motivated and qualified individual for the position of **Program Management Specialist (Global Health Security Advisor)** in the Cameroon field office of USAID/West Africa.

BASIC FUNCTION OF POSITION

The Global Health Security Advisor, working with the USAID / Cameroon Health team, will provide technical expertise to the Mission and USAID/W to manage and coordinate activities associated with the Global Health Security Agenda (GHSA) portfolio as it relates to human and animal health and the environment. The Advisor will liaise with USAID's Global Health Security and Development (GHSD) Unit in Washington, D.C. S/he will ensure that the Mission's planning and response to GHSA, particularly the Emerging Pandemic Threats (EPT-2) program and post-Ebola activities are carried out in accordance with USAID and State Department directives.

MAJOR DUTIES AND RESPONSIBILITIES

1. Program management and technical input for GHSA activities in Cameroon (**40%**)
 - a. As Activity Manager for EPT-2 activities (estimated at approximately \$21 million over the next three to five years) and a grant to the United Nations Children's Fund (UNICEF) valued at \$2 million over one year to implement post-Ebola activities, the incumbent will review work plans, quarterly reports, and other contract and agreement deliverables by implementing partners. Regular financial and program monitoring and communication on behalf of the A/CORs as appropriately delegated. Ensure that the EPT-2 program and UNICEF grant are carried out in accordance with USAID directives.
 - b. Represent the activities (as appropriate to USAID/Cameroon, USAID/West Africa and within the U.S. Government) including responding to communication requests and other taskers related to GHSA activities.
 - c. Support development of USAID/Cameroon indicators and performance monitoring plan as it relates to GHSA. Monitor progress according to this plan, including compilation and some analysis of indicators.

- d. Facilitate the liaison of EPT-2 implementing partners and UNICEF with the Government of Cameroon and other U.S. Government offices and their partners to facilitate coordinated implementation.
 - e. Liaise with USAID/West Africa on regional GHSA efforts as needed to ensure best implementation and coordination of activities.
 - f. Document and track lessons learned in Cameroon which will help guide the implementation of the USAID's GHSA-related activities.
2. Technical Advice on Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, and Avian Flu/One Health **(25%)**
- a. Provide information to USAID/Cameroon, USAID/West Africa and USAID/Washington on infectious disease preparedness, prevention, detection, and response context and capacities in Cameroon, including zoonotic diseases, One Health approach, and Global Health Security.
 - b. Work closely with USAID/Cameroon country team to engage in high-level advocacy with various ministries from host government to ensure effective USAID support to the implementation of GHSA in Cameroon, including advocacy to promote One Health approach to addressing existing and emerging pandemic threats. Represent USAID/Cameroon to high level USG diplomats and VIPs, Senior Government of Cameroon Officials, and other external partners as appropriate - this includes both speaking and written.
 - c. Provide technical support/guidance to the host government in establishing effective and improved roadmap to achieving GHSA targets. Ensure the EPT-2 program and post-Ebola activities are aligned with the Government of Cameroon's priorities and GHSA requirements.
 - d. Keep abreast of new developments and emerging issues that affect USAID's priorities related to GHSA via literature review, attendance at technical meetings, workshops, and participation in relevant training events. Share relevant information and recommendations with USAID and other U.S Government colleagues. This includes current information on outbreaks globally and in the region.
 - e. Technical representation on One Health Working Groups.
3. Coordination and Integration **(25%)**
- a. Facilitate the coordination of USAID and other U.S. Government -funded (e.g. CDC and DoD) activities to ensure the most cost- effective, and diplomatic approach to achieving U.S. and Cameroonian governments' goals.
 - b. Ensure good coordination and information-sharing between U.S. Government implementing partners and facilitate collaborative work together.

- c. Reinforce the role of Government of Cameroon to establish and maintain a coordination network among partners in the country whose activities are related to EPT-2 or post-Ebola activities. Such partners include: bi-lateral donors, international organizations (WHO, FAO, OIE, etc.), National governments and their relevant ministries, private sector, international and local NGOs, etc.
 - d. Develop and maintain relationships with relevant ministries in the country to ensure that assets can be coordinated and provided as support if needed.
 - e. Ensure integration of EPT-2 and post-Ebola activities with the broader USAID portfolio: Work closely with USAID country team in Cameroon and USAID West Africa Regional Mission to identify areas of convergence (e.g., common partners, similar streams of work, and key opportunities for linkages) across the USAID development portfolio (e.g., economic growth and trade, environmental conservation, food security, education, governance, health). Work with in-country implementing partners to ensure that linkages and coordination with the broader development portfolio are understood and integrated.
 - f. During disease outbreak situations ensure that EPT-2 assets are tightly coordinated with interagency leadership in supporting the national government.
 - g. Seek opportunities to bring new partners into GHSA programming, including private sector or other donors.
4. Cameroon Health Office Support (10%)
- a. As member of the USAID/Cameroon Health Office, support the Office in its strategic planning, communication, monitoring and evaluation, official representation responsibilities (including service as control officer for VIPs when/if needed) and participating in team meetings and events.
 - b. Support the team to ensure health office coverage at meetings and in the office as needed.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

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.

a. Education:

Minimum of Master's degree in public health, public policy, epidemiology, or similar related discipline are required. Health clinical degrees (MD, veterinary medicine, RN or similar) and/or degrees in a laboratory science in addition to the above Masters are strongly preferred. Additional studies/certificates or training may be an advantage.

b. Prior Work Experience:

Minimum of seven years of public health (research, program management, project implementation) or related experience in developing countries is required. Experience with an internationally-focused organization working on animal and/or human public health (e.g., World Health Organization (WHO), the Food and Agriculture Organization (FAO), the World Organization for Animal Health (OIE), USG or other donors or similar may be an advantage. Familiarity with these organizations is required.

Experience coordinating complex programs with multiple partners across sectors is required and must be demonstrated. Experience in One Health/Avian Flu/Infectious Disease is an advantage. Minimum of five years of experience related to management of programs in developing countries that involve significant partnership and collaboration across ministries or sectors such as the Ministry of Health and Ministry of Agriculture. Experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings.

c. Language Proficiency:

Fluency in French (level III) and English (level IV); in both oral and written communication in professional, technical and policy communication with host country government representatives and partners across sectors.

d. Job Knowledge:

1. Demonstrated ability to work effectively in a team environment and communicate highly technical information related to human health, animal health, and environment to a variety of technical and non-technical audiences, including representationally.
2. Excellent leadership, communications and interpersonal skills.
3. High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results..

e. Skills and Abilities:

1. Specialized knowledge and demonstrated expertise in Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, and Avian Flu/One Health, and a demonstrated ability to understand the strategic purpose and goals of multiple organizations from different sectors (e.g. public health, animal health, and environment), identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors.
2. Significant knowledge of program management strategies and monitoring and evaluation methods.

3. Ability to work effectively with a broad range of stakeholders (GRC and donor counterparts, U.S. Government personnel and implementing partners, etc.) in a culturally sensitive manner.
4. Excellent organizational skills in order to multitask and stay organized in a complex, frequently changing environment.
5. Ability to operate independently with limited direct supervision of day-to-day activities.

HOW TO APPLY: Interested individuals should submit a **signed cover letter, relevant certificates, CV with references** to: acpersonnel@usaid.gov.

*Note: When submitting your application, start the subject line with the position title. **Failure to state this and submit signed letter with relevant documents will disqualify applicant.***

NOTE: ALL U.S. AND NON-CAMEROONIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: YAOUNDE, CAMEROON. IF TRANSPORTATION TO YAOUNDE IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

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.

USAID/West Africa anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.