



USAID | MADAGASCAR

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V A C A N C Y A N N O U N C E M E N T

REFERENCE No.: 687-HR-16-002

POSITION/GRADE: Health Management Information System(HMIS) Specialist

NUMBER OF POSITIONS: 1 (ONE)

OPEN TO: ALL INTERESTED CANDIDATES

LOCATION: HEALTH, POLULATION & NUTRITION OFFICE
USAID/MADAGASCAR
ANTANANARIVO - MADAGASCAR

OPENING: May 17, 2016

TO: ALL INTERESTED CANDIDATES

METHOD OF EMPLOYMENT: TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT
RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-11

APPLICATION CLOSING DATE: JUNE 7, 2016

BASIC FUNCTION OF POSITION

Under the supervision of the Senior Health Advisor, the incumbent of this position will serve as the Health Management Information System Specialist (HMISS) to the Health Population and Nutrition (HPN) Office of USAID/ Madagascar, Antananarivo, Madagascar.

The HMISS serves as a technical advisor leading and supporting activities to manage overall monitoring and evaluation of the USAID/Madagascar health portfolio. S/he is also the HPN lead on advising the Ministry Of Health (MOH) on strengthening health management information systems.

S/he serves as the HPN team expert on Monitoring and Evaluation (M & E) and supports efforts to streamline and improve monitoring performance of the USAID's health portfolio. In compliance with USAID's Guidance on the Program Cycle, the HMISS ensures appropriate application of timely monitoring for performance and evaluating for both performance and impact is carried out.

The HMISS provides technical input to the Ministry of Health's and Ministry of Water's work on strengthening HMIS for timely and improved decision making purposes. The HMISS will participate regularly in MOH and donor meetings to represent USAID/Madagascar and provide relevant technical input.

MAJOR DUTIES AND RESPONSIBILITIES

A. Monitoring and Evaluating Project Design, Implementation, Reviews and Reporting

- Lead the health team in establishing and maintaining HMIS/M & E standards, collecting and analyzing performance information, and using the performance information for decision-making.

- Institute streamlined M & E standards and increase efficiency in gathering and using performance monitoring for improvements and evaluation data and information.
- Finalize and maintain the HPN Office's Performance Monitoring Plan (PMP) including assessing the validity of the information and indicators that contribute to that plan.
- Work with USAID colleagues, including the Program Office and Food for Peace Office team members to ensure that indicators for the health goals and Intermediate Results (IR) are well-defined. Provide technical assistance to USAID colleagues on M & E best practices and performance improvement opportunities for implementing partners.
- Responsible for ensuring timely data quality assessment (DQA) and tracks important findings and follow-up actions from DQAs.
- Ensure that all data, both qualitative and quantitative, is available to prepare of reports such as the Mission's portfolio review, Performance Plans and Reports, Operational Plans/Health Implementation Plan (HIP), Congressional Notifications, and Congressional Budget Justifications.
- Ensure accurate and timely qualitative and quantitative data are available for external communications with emphasis on highlighting success stories based on project performance monitoring and evaluations.
- Work closely with HPN, Program Office, Food for Peace and other colleagues to ensure the design, implementation and dissemination of the results of project evaluations. Ensure the appropriate use of evaluations methodologies to measure project impacts.
- Ensure application of USAID/W's guidance on the M & E aspects of the USAID's Project Cycle (Country Development Cooperation Strategy/Integrated Country Strategy, Project Design, Project Evaluation, etc.) through familiarity with the Automated Directives System (ADS) and Programnet.com.
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- Formulate and present expert analyses of assessments/surveys and make recommendation on practical and streamlined M & E processes.

B. Project Management

- Serve as the Agreement/Contracting Officer's Representative (A/COR) or Activity Manager for USAID relevant to health strengthening system (HSS) activities. In this context, the HMISS is responsible for all project management for her/his assigned activities, including technical and financial, reviewing reports, and providing guidance on annual work plans. As appropriate, provide guidance and advice for other HSS program activities within the HPN portfolio to increase implementing partner effectiveness. The HMISS is expected to serve as the Activity Manager/AOR/COR for at least two projects.
- In coordination with the respective A/COR, undertake site visits as required to monitor integrated HSS activities; troubleshoot implementation problems; provide written recommendations on HMIS activities to A/CORs for follow-up.
- Review program documentation for compliance with USG requirements, audit inspection standards, and compliance with international standards.

- Analyze and estimate annual HSS funding needs; monitor obligations, commitments, expenditures, and results against targets; analyze the results of the annual Expenditure Analysis exercise to evaluate program performance and effectiveness.
- Assist in the writing of M & E/HMIS sections of the annual Health Implementation Plan (HIP)/Operating Plan (OP), the Semi and Annual Progress Reports, Congressional Presentations, portfolio reviews, Performance Monitoring Plans, and other key documents.
- Serve as the HMIS technical advisor to USAID, implementing partners, and government of Madagascar (GOM), and provide technical guidance and advice in collaboration with related Coordination and Technical Working Groups; coordinate HMIS related technical assistance to the MOH and bilateral projects as required.

C. Representation

- Work with HMIS/HSS stakeholders to identify opportunities and give recommendations for USAID to strategically leverage and coordinate HSS investments against other multi-lateral, bi-lateral, national or other resources.
- Ensure USAID/Madagascar's participation in GOM and multi and bi-lateral coordination meetings and technical working groups related to HMIS activities.
- The HMISS will work with MOH and Ministry of Water Sanitation and Hygiene (WASH) counterparts, UNICEF, and other stakeholders to identify, prevent, and solve bottlenecks and underlying issues.

REQUIRED MINIMUM QUALIFICATIONS

a. Education

Master's degree in Public Health, Management Information Systems, Business or Public Administration. PhD in epidemiology or management information system is highly desirable.

b. Prior Work Experience

At least five years of progressively responsible in international public health and/or public/business administration with proven analytical and representational professional skills; experience in program/project design, program/project planning, and/or project implementation work required. At least three years of working with M&E/HMIS stakeholders in Madagascar strongly desired.

c. Language Proficiency requirements by level and specialization

Level 4 English and French language proficiency in speaking, reading and writing. At this level, an employee is required to possess a high degree of proficiency in both written and spoken English/French, including the ability to translate Malagasy and/or French language into precise and correct English, and English into French. On occasion, this may require acting as an interpreter in situations where considerable importance attaches to proper word meaning. Level 3 Malagasy in speaking is required.

d. Job Knowledge

The HMISS must have demonstrated expert knowledge of health in Madagascar and an advanced understanding of health management information system issues and challenges, opportunities, and best-practices. A demonstrated ability to conceptualize, manage and evaluate program activities required. A thorough knowledge and understanding of

Monitoring, Evaluation and Health Information Systems is strongly desired. Familiarity with USAID activities and business practices is highly desirable.

e. Skills and Abilities

The HMISS must have the ability and skills to collect, organize, analyze and synthesize project data for fine-tuning program management or influencing policy recommendations. Excellent oral and interpersonal communication skills required. Excellent English writing skills required to prepare precise, accurate, and complete reports. The HMISS must have problem-solving skills and the ability to identify solutions in complicated situations, taking into consideration multiple competing priorities, USAID rules, regulations, and requirements and other variables. Demonstrated ability to multi-task and ensure the timely completion of work products is essential. The Specialist must be knowledgeable in MS Office applications, such as Word, Excel, and Power Point, and other data management applications. Skills in Geographical Information System (GIS) desired.

ADDITIONAL SELECTION PROCESS AND CRITERIA

- This vacancy is open exclusively to interested candidates residing in Madagascar. Non-Malagasy candidates must have the required Malagasy work and residency permits to be eligible for consideration.
- Current USG employees serving a probationary period are not eligible to apply.

INSTRUCTIONS FOR APPLICANTS

Interested applicants for this position **MUST** submit the following, or the application will not be considered:

- 1) A cover letter, which specifically addresses each of the selection criteria listed above. The cover letter must be submitted in two versions, one in English and one in French. The cover letter should provide more details about how the applicant's skills and prior experience make him/her qualified for the position;
- 2) **Completed and SIGNED Federal form AID 302-3:**
This form is mandatory and is available at USAID website: <https://www.usaid.gov/madagascar/work-with-us/careers>, http://www.antananarivo.usembassy.gov/job_opportunities.html or at US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;
- 3) Curriculum vitae (CV) or resume, in English, with your telephone number and e-mail address;
- 4) Photocopies of relevant education evidence and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;
- 5) Applicants are required to provide at least five (5) references with complete contact information, including e-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her 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 OF-612 form. The interviewing committee will delay such reference check pending communication with the applicant.

CLEARANCES

The selected individual must obtain medical and security clearances before starting work. USAID/Madagascar will assist in this matter.

SALARY

The position is classified at FSN-11 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's experience, and at the discretion of USAID/Madagascar, s/he may be hired at FSN-10 "trainee" level for the first year of employment. After one year, promotion to FSN-11 will be subject to successful performance. Promotion to the target FSN-11 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

APPLICATION CLOSING DATE

Submit your application by **Tuesday June 7, 2016** to the e-mail address: AntananarivoUSAIDHR@usaid.gov

Please put as subject: "687-HR-16-002[your name]"

Your application package should not exceed 2 attachments, which should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.

TO BE CONSIDERED, applications must include ALL the required documents and information, and **be received** at USAID e-mail box by the above deadline.

SELECTION

More than one candidate might be selected for this position.

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND 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.