



# USAID | DEMOCRATIC REPUBLIC OF CONGO

<b>Reference No.:</b>	<b>AID-14-02</b>
<b>Position/Salary Range:</b>	<b>Project Management Specialist (Care &amp; Support); FSN-11</b> <i>Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave; medical and severance benefits.</i>
<b>Open To:</b>	All DRC citizens
<b>Location:</b>	USAID/Democratic Republic of Congo Kinshasa, DRC
<b>Opening:</b>	<b>December 30, 2014</b>
<b>Closing:</b>	<b>January 23, 2015</b>
<b>Work Hours:</b>	Full-Time; 40 hours/week

**USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.**

**Completion of a Masters in Public Health, or the local equivalent, or in a closely related field involving care and support issues and English language fluency (Level IV English) both in oral and written communication is a requirement for this position.**

### **Basic Function of Position:**

Under the supervision of the HIV/AIDS Team Leader or his/her designee, the employee is responsible for ensuring quality implementation and monitoring of care and support activities related to HIV/AIDS and tuberculosis (TB), including: Adult and Pediatric Care & Support, TB/HIV integration, nutrition, laboratory, and Orphans and Vulnerable Children (OVC). Responsibilities include program development, project management, monitoring and evaluation, reporting, and close collaboration with President's Emergency Plan for AIDS Relief (PEPFAR) partners to ensure implementation is carried out in accordance with USAID/DRC strategic objectives, PEPFAR guidance, and internationally recognized best practices in care and support. The Specialist serves as a permanent member of the PEPFAR/DRC Country Team and will also work closely with other PEPFAR agencies, host government ministries (e.g., Ministry of Health (MOH) and the Ministry of Social Affairs (MoSA)), International Organizations (IO), and Non-Governmental Organizations (NGO) involved in the implementation of HIV/AIDS care and support activities in the DRC.

The Specialist will work closely with the Senior Care and Support Program Management Specialist to advise the DRC MOH, implementing partners, Global Fund Partners, and non-governmental organizations (NGOs) in the implementation of care and support programs and activities. The employee in this position will take the lead on OVC, nutrition, and pediatric care and support and will backstop the Senior Care and Support Program Management Specialist in all other care and support program areas.

The Specialist exercises extensive judgment in planning, project management, resolving problems and conflicts, and taking steps necessary to meet deadlines. The Specialist serves as a COR/AOR and Activity Manager, with a program/project/activity portfolio ranging from US\$5-10 million annually.

### **Major Duties and Responsibilities:**

- a. USAID and Interagency Program/Project/Activity Planning and Management – 75%

The Specialist is responsible for supporting all HIV/AIDS care and support programs/projects/activities, with a particular focus on OVC, nutrition, and pediatric care and support. This includes: planning, organizing, management, coordination, and monitoring for results. The Specialist serves as a consultant to host-government and other in-country partners in matters related to national activities aimed at HIV/AIDS care and support services. The Specialist is a permanent member of the PEPFAR/DRC Country Team.

In carrying out these responsibilities, the Specialist:

- 1) Takes an active role in developing specific program goals and objectives for Care and Support initiatives; prepares directives, memoranda, policy statements, and proposals to introduce new initiatives and to recommend effective operations, consistent with PEPFAR strategic objectives and the annual Agency budget for HIV/AIDS care and support programs in the DRC.
- 2) Works closely with senior and mid-level host-government ministry officials, Global Fund partners, and international and non-governmental organizations to coordinate outreach that raises awareness among civic and social organizations of HIV/AIDS issues and Care and Support activities available; provides technical assistance to ensure that care and support activities are evidence-based and that scientific knowledge is translated into guidelines, practices, and program change; and influences other collaborative organizations engaged in HIV/AIDS care and support programs to adopt appropriate strategies for their program activities.
- 3) Monitors, provides guidance to, and oversees results of activities funded through management of contracts and cooperative agreements to accomplish care and support strategic objectives; monitors implementation of activities and collaborates with implementing partners (IPs) on a regular basis to ensure program results are achieved; performs regular site visits and meets with representatives of IPs to review progress; coordinates activities through development of close working relationships with senior to mid-level public health officials in the MOH, MoSA, UN, Global Fund, NGO, civil society organizations, and other bilateral organizations to ensure that care and support programs/projects/activities are carried out correctly and in a timely manner; and presents findings and recommendations for appropriate remedial action to correct identified program deficiencies.
- 4) Ensures that USG-supported activities conform to international and national guidelines and USAID and PEPFAR technical strategies concerning all aspects of care and support, including integration of HIV and TB services, OVC, and appropriate nutrition for people living with HIV/AIDS (PLWHA); supports host-government and the USG in efforts to enhance linkages and collaboration between care and support and other relevant technical areas (e.g. PMTCT, TB, treatment, and laboratory); ensures appropriate linkages between community and facility activities.
- 5) Provides the latest information, through written materials or briefings, to IPs on data collection methodologies (as per PEPFAR guidance) and monitors process and progress in collecting data; assures appropriate care and support objectives are achieved by helping to develop systems for the collection, analysis, and reporting of care and support program data; and assists the Strategic Information (SI) Specialist and Monitoring & Evaluation Specialist, as needed.
- 6) Prepares regular and frequent oral and written reports to the Chief of Party/Country Director, interagency PEPFAR committees, and other interested parties on the progress of specific care and support program activities; summarizes and writes up research, best practices, and program findings in reports, memos, proposals, publications, and presentations; and provides advice and recommendations to the Team Leader and/or supervisor, and other Agency officials in interpreting data on health objectives and indicators related to HIV/AIDS care and support.
- 7) Carries out COR/AOR responsibilities for cooperative agreements, grants, and contracts associated with care and support services, including provision of technical direction and guidance (where appropriate), oversight, monitoring and evaluation, review of workplans and reports, site visits, regular IP meetings, and ensuring consistency with PEPFAR policies and host-country policies and regulations.
- 8) Oversees the technical public health aspects in procurement design and reviews applications, supplemental awards, and requests for extensions for activities.

b. Administrative Management – 15%

The Specialist is responsible for providing oversight and monitoring of budgets allocated to care and support IPs, including review of budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews/budget status reports, follow-up on irregular findings, advice for budget realignments, and preparation of quarterly accruals.

The Specialist maintains files and records in the care and support data collection, specific to the programs/projects/activities for which he or she is responsible and works closely with the Strategic Information team to ensure data integrity and security of information specific to care and support data. Other program files include reports, meeting summaries and minutes, AOR/COR files, etc.

The Specialist prepares and occasionally presents briefings for Congressional and Executive delegations, industry leaders, and other high-level visitors; supports coordination of logistical arrangements for visits;

and serves as a spokesperson or agency representative, as required. The Specialist serves as control officer for site visits for agency and interagency PEPFAR senior-level officials, as needed.

c. Interagency Coordination – 10%

The Specialist represents USAID and the USG at technical, policy, and strategic planning meetings, including meetings with collaborators and donor agencies; briefs senior Agency officials, PEPFAR, and US Mission Country Team members and interested officials of other USG agencies, as appropriate, on the results of such meetings; and prepares written reports.

The Specialist participates in interagency administrative and strategic planning meetings and coordinates with technical counterparts of other US government agencies, as appropriate.

The Specialist serves as USAID representative on interagency technical working groups (TWGs) for purposes of: assessing existing in-country assets and activities related to care and support services and developing approaches to strengthen such activities; developing appropriate assessment tools to collect data related to patient health care needs, risk history, and clinical complications; and ensuring effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency care and support activities in the DRC.

The Specialist may participate with other PEPFAR professionals on in-country committees for HIV/AIDS care and support issues in order to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level.

Performs other duties as assigned or required.

**Required Qualifications at the Full Performance Level:**

**Education:**

Completion of a Masters in Public Health, or the local equivalent, or in a closely related field involving care and support issues, is required. Training should have included a strong clinical component.

**Prior Work Experience:**

A minimum of seven years of progressively responsible experience in the development, implementation, and evaluation of HIV/AIDS, Malaria, TB, and other infectious disease programs, preferably at the community level. The candidate will have experience implementing and/or managing HIV/AIDS care and support interventions in the DRC.

**Language Proficiency:**

Level IV in French (written and oral) and Level IV in English (oral and written) are required.

**Knowledge:**

The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the overarching problems of managing care and support and HIV-related activities in the DRC, and the problems and policies in the Congo from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the Congo; development problems in the health sector in the DRC and the region; the resources, resource constraints, and overall development prospects and priorities of the DRC and the region; and, a good knowledge, or the potential to quickly acquire such knowledge, of USG legislation, policy, and practice relating to care and support, HIV/AIDS development assistance, and the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the Government of the DRC in order to enhance effective communication and to develop consensus on program/project/activity strategy and implementation plans.

**Evaluation Criteria and Weights:**

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 15% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

**How the selection will be made:**

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

**USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.**

**Compensation:**

The Project Management Specialist (HIV Prevention & OVC) position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

**To Apply:**

**ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.**

**A complete application package consists of the following:**

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](#).
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (AID-14-02) and the Title of the Position(s) for which you are applying (**Project Management Specialist: HIV Prevention & OVC**).

Submit the complete application package via email, to [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)

**Failure to comply with these instructions may result in your application being considered “non responsive” and eliminated from further consideration.**

**Point of Contact:**

Sandra Kiyanga: skiyanga@usaid.gov

**Only short-listed candidates will be acknowledged.**

**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 Chief of Mission authority.**

**Closing date for this position: January 23, 2015.**

The U.S. Mission in the Democratic Republic of the Congo provides 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 United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.