



# USAID | DEMOCRATIC REPUBLIC OF CONGO

<b>Reference No.:</b>	<b>AID-14-03</b>
<b>Position/Salary Range:</b>	<b>Project Management Specialist (TB &amp; Infectious Disease); 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 Medical Degree (MD), a degree as a Public Health Physician, or an MPH in a field related to TB and Infectious Disease with a focus on epidemiology and English language fluency (Level IV English) both in oral and written communication is a requirement for this position.**

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

The successful candidate will assume responsibilities for a broad range of planning, monitoring, coordination, capacity building and implementation of tasks related to ID especially tuberculosis (TB), neglected tropical diseases (NTDs) and emerging pandemic threats (EPTs) in DRC.

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

#### **a. Technical Leadership in Planning and Managing Infectious Disease Programs**

The Specialist provides technical leadership, strategic direction, and coordination to the USAID Health Office, the Embassy, host government counterparts, donors, and USG IPs on tuberculosis, neglected tropical diseases, and emerging pandemic threats; provides expert response to questions related to infectious diseases, and directs the Mission response to address issues in coordination with other USG agencies and the GDRC; and serves as the Health Office point person for infectious disease activities and for coordinating with relevant USG agencies to ensure continuity and quality of infectious disease programming.

#### **b. Technical Leadership in Health Commodities Supply Chain Management for TB Drugs**

The Specialist supports IPs to conduct TB demand forecasting, quantification, costing, and supply planning; works with Washington-based mechanisms to coordinate the timely procurement and delivery of TB and other infectious disease commodities; coordinates procurement actions to facilitate customs clearance and delivery to health zones, in coordination with the HIV/AIDS/PEPFAR and PMI teams; and conducts site visits and ensures that health commodities are available in health zones and health facilities supported by the USAID program.

#### **c. Management and Implementation of Infectious Disease Related Programs**

The Specialist serves as COR/AOR for at least two infectious disease programs/projects/activities. As COR/AOR he/she ensures suitable monitoring and reporting systems are in place, providing technical input in the development of Performance Monitoring Plans (PMPs); develops IP scopes of work (SOW) to allow the development of work plans; reviews and approves IP annual work plans and budgets; ensures IP compliance with approved work plans and budgets; monitors expenditures and pipelines;

ensures appropriate and timely funding; reviews and documents IP by conducting regular site visits to monitor activities, and to verify asset use; identifies issues and recommends follow-up actions, ensuring that these are carried out; and, reviews all written reports submitted by IPs, and furnishes feedback. The Advisor ensures that USAID guidance and reporting requirements for Health Office infectious disease programs are met and timely; provides regular reviews, and analyzes data on infectious disease activities as a basis for providing up-to-date information on the effectiveness and impact of program strategies and inputs; and identifies and implements innovative approaches that improve collaboration with the GDRC, other donors, and IPs in order to achieve the Agency goals.

d. Technical Leadership to Inform Strategic Directions in Infectious Disease Prevention Policy

The Specialist provides expert technical and programmatic information as requested by the Ambassador, Mission Director, and the Health Officer relating to infectious disease, with a focus on TB, including content for reporting documents, speeches, cables, analyses, and briefing papers; makes recommendations on program directions and management; serves as point person for technical guidance relating to the National Tuberculosis Program; leads coordination efforts between Health IPs; facilitates coordination with other USG Health, PEPFAR, PMI, and HIV IPs, as well as the GDRC; participates in coordination of TB, TB/HIV activities, and issues with the MoH, other donor agencies, and appropriate local public sector and non-governmental entities; fosters donor coordination to prioritize and enhance TB, particularly with respect to working with the MoH and GFATM, in order to support harmonization; represents USAID with multi-lateral donor coordination organizations and in defining the donor technical, policy, and program agenda regarding TB/HIV with the MoH and other Ministries; and monitors the political environment and other donor activities to inform USAID/DRC funding and programmatic decisions.

Performs other duties as assigned or required.

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

**Education:**

The work requires a Medical Degree (MD), a degree as a Public Health Physician, or an MPH in a field related to TB and Infectious Disease and with a focus on epidemiology.

**Prior Work Experience:**

A minimum of seven of progressively responsible experience in the field of public health, with a focus on TB and Infectious Diseases, is required, including a minimum of five years of experience working on TB. This experience must demonstrate that the incumbent has strong medical/clinical skills. The incumbent must have demonstrated technical leadership in the areas of TB and Infectious Diseases, program management, strategic planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment. Experience working in Africa and working in an English-language work environment with USAID or USAID-funded health programs is highly desirable. Prior USG experience is preferred, but not required.

**Language Proficiency:**

Level IV (fluent proficiency) in both written and spoken French, is required. Level III in both written and spoken English is required. Level III in at least one local language is desired, preferably in Lingala or Swahili. English language written skills may be evaluated in the testing phase; oral English skills will be evaluated in the interview phase.

**Knowledge:**

The Incumbent must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to managing TB and Infectious Diseases activities in USAID/serviced areas, and the problems and policies in from the business, political, civil society, and social perspectives. He/She must have knowledge and understanding of the economic, political, social, and cultural characteristics of the DRC; development problems in the TB and Infectious Disease sectors in the country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the DRC; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to TB and Infectious Diseases, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Incumbent must have, or be able to quickly gain, knowledge and understanding of the organization and respective roles of the different levels of the private and government sectors in the Democratic Republic of Congo, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.

**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 (TB & Infectious disease) 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-14-03) and the Title of the Position(s) for which you are applying (**Project Management Specialist: TB & Infectious Disease**).

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](mailto: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.