

U.S. Department of State  
**INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

e. POST: ABIDJAN	e. AGENCY: USAID	e. POSITION NO.: AID-NPC-020
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e. REASON FOR SUBMISSION

- a. Re-description of duties: This position replaces  
 Position No. AID-NPC-020 Project Management Specialist FSN 11
- b. New Position
- c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date
a. Post Classification Authority	Quality and Human Capacity Specialist			
b. Other				
c. Recommended by Initiating Office:				

6. POST TITLE OF POSITION (If any) Quality and Human Capacity Specialist, USAID-PEPFAR CI	7. NAME OF EMPLOYEE: <b>VACANT</b>
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8. OFFICE/SECTION: USAID, ABIDJAN, COTE D'IVOIRE	a. First Subdivision <b>USAID</b>
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b. Second Subdivision: PEPFAR	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Signature of Employee Date	10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Signature of Local Supervisor Date
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  _____ Signature of American Supervisor Date	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate Local Employee Position Classification Handbook (LEPCH) standards.  _____ Signature of Administrative/Personnel Officer Date
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13. **BASIC FUNCTION OF POSITION:**

The Quality and Human Capacity Specialist reports to the USAID Health Systems Strengthening (HSS) Branch Chief and provides technical, programmatic and administrative oversight for USAID cooperative agreements and contracts, with an emphasis on awards focusing on HIV service quality, human resources for health and related HSS interventions. The position serves as key USG team member for effective and coordinated technical, programmatic and administrative management of the assigned portion of the USAID/PEPFAR CI cooperative agreements and contract portfolio, which currently involves more than \$60 million per year and 18 agreements. The Quality and Human Capacity Specialist provides technical, programmatic and budget contributions for the overall PEPFAR HSS and the USAID/PEPFAR portion of the country operational plans (COP) and for HSS partner workplans, awards, financial and programmatic reports, reprogramming requests, and other documentation associated with the award process from the initial award to close-out. When designated as Agreement/Contract Officer's Representative (AOR/COR), provides technical, programmatic and administrative oversight of awards and works as part of a team with the Agreement/Contract Officer to ensure that USAID exercises prudent management over its assistance funds.

14. **MAJOR DUTIES AND RESPONSIBILITIES:**

Attached

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## 15. **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

### a. **Education:**

Master's degree in public health, or related field is required.

### b. **Prior Work Experience:**

A minimum of five years of progressively responsible work in public health program management with a focus on service quality and human capacity work. Preference for candidates possessing experience working within the Cote d'Ivoire who has worked in the Health Services Sector at the regional and district levels. Experience overseeing or implementing innovative programs and approaches to improved health service quality is required.

### c. **Post Entry Training:**

The incumbent will be expected to possess the necessary technical training and skills required to perform the duties and responsibilities of the position. Post entry training will be focused primarily on PEPFAR and USG agency policies, procedures and regulations that govern specific activity management, including agency-sponsored courses related to administration and reporting requirements associated with cooperative agreements, USG budget monitoring and program assessment/evaluation and procurement systems. Agency-specific leadership development training and AOR/COR training. Necessary post entry training will be provided on-site and via regional USAID training programs, USAID in-country training, Washington-based training programs, and updates.

### d. **Language Proficiency: List both English and host country language(s) proficiency requirements by level II, III and specialization (sp/read):**

Level III English – speaking and writing

Level IV French – speaking and writing

### e. **Job Knowledge:**

The incumbent must have a broad knowledge of the Cote d'Ivoire health system, public health issues, principles, and approaches and knowledge of the issues, objectives, and activities related to HSS and the HIV/AIDS response in Cote d'Ivoire. The incumbent must have an understanding of Cote d'Ivoire's operational environment, as well as of the basic principles of managing workplans and programs, including tracking budgets of grants, cooperative agreements and contract funds. The incumbent must have a good understanding of USG policies, guidelines and procedures for administration and financial management of contracts, grants and cooperative agreements.

### f. **Skills and Abilities:**

The incumbent must possess the ability to establish effective diplomatic and technical working relationships with high-level official representatives of public health organizations, particularly those representing Cote d'Ivoire Ministries, local and international organizations, especially Chiefs of Party and other high technical or administrative representatives and other stakeholders including other donor counterparts. S/he must possess strong knowledge of Côte d'Ivoire's public health workforce management system and local initiatives in the area of service quality improvement and human capacity development. Knowledge of approaches such as performance-based financing and other non-financial incentives is required. Direct prior experience overseeing or implementing health service quality improvement and/or human capacity development initiatives in Côte d'Ivoire or another resource-constrained environment is also required. S/he must have the ability to analyze proposed workplans and progress reports to identify programmatic and strategic strengths and weakness and approaches to improve health program results. The incumbent must be able to communicate effectively orally and in writing through the preparation of clear, concise reports, statements of work, memoranda letters, and other official documents. S/he must have the necessary skills to facilitate partner coordination and problem-solving effectively and inclusively across USG agencies, technical areas, and cultures. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames. The incumbent is required to have computer keyboarding skills (both speed and accuracy) and the ability to use software packages, including word processing and spreadsheets. Budget tracking will require standard numerical skills.

## 16. **POSITION ELEMENTS**

### a. **Supervision Received:**

The incumbent works independently under the supervision of the USAID/PEPFAR Health Systems Strengthening Branch Chief, whom establishes broad program outcome strategies and goals. The incumbent works within a broad framework and with minimum supervision to determine approaches to be taken and methodologies to be used in planning and implementing activities and resolving problems to accomplish desired program outcomes. Completion of tasks and assignments will be reviewed regularly through results achieved, written reports, and progress reports.

### b. **Supervision Exercised:**

This position does not have direct supervisory responsibilities; however, the employee will be expected to provide technical, programmatic and administrative project management oversight and coordination of all assigned cooperative agreements and contracts. In this capacity, the incumbent will work with 4-8 teams of 2-5 each as the principal advisor for the direction and implementation of the technical, administrative and management portions of USAID/PEPFAR HSS cooperative agreements and contracts and/or other funding mechanisms in Cote d'Ivoire.

c. **Available Guidelines:**

Written PEPFAR, USAID, and other USG agency policies and guidelines for management of cooperative agreements and contracts and technical literature related to incumbent's area of expertise. International accounting and ethical standards, Agency and USG directives, regulations and policies. USAID and Ministry of Health rules, regulations and policies issued in writing and orally. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP). Frequently, the incumbent will apply these guidelines independently as circumstances may dictate.

d. **Exercise of Judgment:**

Incumbent is allowed flexibility in making technical, programmatic and operational decisions and recommendations, to solve problems and direct program activities regarding operational and administrative project management. Incumbent exercises a significant degree of judgment in deciding the best means to implement PEPFAR and USAID policies. Incumbent contributes through counsel and guidance to the development and substantive revision of long-range strategic priorities and plans with senior-level officials from Ministry of Health and other relevant Ministries.

e. **Authority to Make Commitments:**

When designated as AOR/COR, incumbent will have authority and responsibility as delegated by the agency grants/contracts office to carry out agency memoranda of understanding, grants, contracts or cooperative agreement support commitments. Position has no authority to make financial commitments but will make recommendations on funding applications for financial assistance from the USG based on technical merit of the proposals and appropriateness of budget requests. Incumbent works independently to provide technical consultation on program activities of ongoing or proposed quality and human capacity programs funded by PEPFAR. Incumbent has the discretion to plan and adjust his/her own work as well as the work of others related to the delivery of quality project management services.

f. **Nature, Level and Purpose of Contacts:**

Contacts are with high level political, administrative and technical representatives at implementing partner organizations, Ministry of Health and other relevant Ministries, the United States Government PEPFAR team, and USAID). Incumbent must provide consistent and credible representation of PEPFAR and USAID to all the above and to coordination bodies for technical, strategic, policy and project management issues.

g. **Time Requirement to Perform Full Range of Duties:**

One year

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **USAID PEPFAR internal and external programmatic and technical representation (40%)**

The Quality and Human Capacity Specialist position serves as a USAID/PEPFAR Cote d'Ivoire programmatic and technical representative at key internal and external meetings including relevant Cote d'Ivoire technical working group (TWG) meetings and external PEPFAR TWG and other meetings related to the incumbent's management portfolio. In this capacity, the incumbent provides critical technical and programmatic contributions in external and internal discussions and provides critical information and perspectives on service quality and human capacity to the internal USG PEPFAR team.

### **Cooperative Agreement and Contract Management Support (55%)**

As a member of the Health Systems Strengthening Branch, in coordination with other relevant technical and managerial PEPFAR staff, the incumbent provides technical, programmatic and financial management oversight of USAID-funded HSS partners and facilitates effective working relationships among PEPFAR-funded partners (including governmental, local and international NGOs and/or public sector partners) and USAID/Washington and USAID West Africa Regional Mission. Ensures optimal coordination, performance and management of cooperative agreements and contracts and related administrative activities, including the monitoring of progress and use of expenditures for compliance with the approved application and USG fiscal requirements, as follows:

- Serves as the USAID PEPFAR focal point for three to five selected HSS partners working on quality and human capacity improvement. Monitors cooperative agreement, contract and other funding mechanism cycles and coordinates timely action and response. Oversees performance of partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for improvement.
- Serves as USAID technical and programmatic lead for submission and technical review of periodic and/or annual work plans and budgets, submission and review of periodic reports and compliance with USG requirements for cooperative agreements, related contracts and/or other funding mechanisms (e.g. USAID field support and Task Orders) by implementing partners. Ensures that proposed partner work plans are in alignment with COP narratives, PEPFAR programmatic strategies and national strategic plans for the program area. Ensures that proposed annual budgets are appropriate, feasible and accurate.
- Assists in development of the annual Country Operational Plan (COP). Provides knowledgeable insight on partner progress and recommendations on annual funding levels based on partner performance. Assists partners in the development and revision of COP narratives.
- Makes regular site visits and works closely with Chiefs of Party and other key staff in each partner organization as well as agency technical leads, in particular, health systems strengthening. Coordinates and leads regular partner performance reviews (PPRs) for assigned partners. During PPRs and site visits, reviews progress and monitors the process (including resource allocation), outcome and impact of HIV/AIDS-related strengthening activities, identifies implementation achievements as well as challenges in performance, and initiates appropriate actions in consultation with relevant Ministry staff, implementing partners, and his/her supervisor. Recommends to agency technical leads, agency and Mission leadership shifts in program focus as strengthening takes hold or as weaknesses are uncovered.
- When designated as Agreement Officer's Representative (AOR) or Contract Officer's Representative (COR), plays a major technical role in development of Requests for Proposals or Applications, review of applications, supplemental awards, and requests for extensions. Liaises with the agency grants, contracts and cooperative agreement technical specialists at post, at the Regional Mission in Accra, and in the U.S. on technical reviews and funding awards, Monitors the recipient's compliance and progress in achieving the objectives of the award. Recommends to the Agreement/Contract Officer any needed changes to the program description, technical provisions, and/or other term or condition of the award. Reviews recipient requests for payments or financial reports and monitors the financial status of the award to ensure that the level of funding is the minimum necessary. In collaboration with the financial analyst, reviews accrued expenditures on a quarterly basis. Fulfills other functions as defined in the AOR/COR designation.
- Prepares or assists in the development of requests for applications or proposals (RFA/RFPs); where appropriate (e.g. for cooperative agreements to sole source recipients), assists in the interpretation of the grant, cooperative agreement or contract instruments, development of funding request and submission of the application. Assists with the formulation and implementation of memoranda of agreement and prepares technical reviews of applications as requested by USG funding agencies.
- Calls to the attention of the USAID Country Program Manager or the designated USAID management official any problems/issues related to the administration or management of cooperative agreements which occur repeatedly or among multiple grantees and assists in scheduling meetings to resolve these issues.
- Assists in setting up and maintaining tracking systems required for programmatic and financial reports from funded partners by maintaining and updating cooperative agreement files for USAID/PEPFAR in Cote d'Ivoire (electronic and hard-copy systems), including documentation from initiation of the funding process through the close out of the award for each cooperative agreement. Documentation includes the original program description, supplemental and continuation requests, reprogramming requests and required programmatic and financial reports for each cooperative agreement.

### **Other duties as assigned (5%)**