



USAID
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ANNOUNCEMENT NUMBER: 22-13

OPEN TO: All Interested Candidates / All Sources

POSITION: Project Management Specialist-Quality and Human Capacity;
USAID/PEPFAR/PSC; FSN-11

OPENING DATE: March 19, 2013

CLOSING DATE: April 8, 2013

WORK HOURS: Full-time, 40 hours / week

SALARY: Position Grade: FSN-11

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID Locally Engaged Staff (LE Staff) Personal Services Contract positions are open to all residents of Cote d'Ivoire including US Citizens and third country nationals.

Anyone hired under an LE Staff Personal Services Contract position will be paid in accordance with the Local Compensation Plan (LCP). US Minimum Wage applies for US citizens hired to these positions. If the LCP wage is below US Minimum Wage, US citizens will be paid US Minimum Wage.

All applications will be considered on a competitive basis. Veteran's preference and EFM status are not applicable to these positions. US Citizens and Permanent Residents of the US are subject to US Federal and State taxes and local taxes if applicable. It is the responsibility of the incumbent to ensure they are meeting the requirements of their individual situations.

The U.S. Embassy/USAID in Abidjan is seeking an individual for the position of **Project Management Specialist-Quality and Human Capacity** for USAID/PEPFAR Cote D'Ivoire Field Office.

Important: All Applications and Resumes Must be in English

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 work plans, 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.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice:

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No. 22-13; Project Management Specialist-Quality and Human Capacity; USAID/PEFAR/PSC

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (10%):** Master's degree in public health or related field is required.
2. **Prior Work Experience (20%):** A minimum of five (5) years of progressively responsible work in public health program management with a focus on service quality and human capacity work is required. Experience overseeing or implementing innovative programs and approaches to improved health service quality is also required.
3. **Language Proficiency (20%): French Level IV (Fluency) Speaking/Writing/Reading and English Level III (Good working knowledge) Speaking/Writing/Reading are required. *Language proficiency will be tested.***
4. **Knowledge (25%):** 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 as well as have an understanding of Cote d'Ivoire's operational environment, as well as of the basic principles of managing work plans and programs, including tracking budgets of grants, cooperative agreements and contract funds. The incumbent must also have a good understanding of USG policies, guidelines and procedures for administration and financial management of contracts, grants and cooperative agreements.
5. **Skills and Abilities (25%):** 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.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested individuals should submit cover letter and curriculum vitae with details of three referees to:

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: APRIL 8, 2013

The U.S. Mission in Abidjan 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.

