

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA



The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of a **PROJECT MANAGEMENT SPECIALIST – HEALTH SYSTEMS STRENGTHENING** in the Health, Population & Nutrition Office (HPNO) of USAID/Ghana. The primary purpose of the position is to serve as the Senior Health Systems Strengthening Specialist to implement key aspects of a major USAID program to improve the overall health system, with a focus on the commodity logistics and supply system, health financing including the National Health Insurance System, and decentralized management of health services.

Education & Prior Work Experience: A Masters Degree in the health sciences or health economics or public financial management, or related field is required. 7 years public health and program management, specific experience in either health commodity logistics or health financing arrangements is required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://transition.usaid.gov/westafrica/employment/index.htm>

Salary Range: GH¢41,978.00 – GH¢62,966.00 p.a. (depending on qualification and experience)

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra or
by Email AccraHRO@state.gov

POINT OF CONTACT

Email: AccraHRO@state.gov

When submitting your application via email, please start the subject line with the position title.

CLOSING DATE: June 14, 2013

Please note that only short-listed applicants will be contacted.

USAID/Ghana anticipates awarding a Personal Service Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

POSITION DESCRIPTION

PROJECT MANAGEMENT SPECIALIST – HEALTH SYSTEMS STRENGTHENING

OVERVIEW

Health system strengthening (HSS) is identified as a key component of the health portfolio in the Mission's Country Development Cooperation Strategy (CDCS). Health system weaknesses affect performance of all technical areas of the HPNO portfolio (malaria, family planning, maternal, neonatal and child health, nutrition, HIV/AIDS, TB). In particular, a dysfunctional supply chain for health commodities makes service delivery erratic; lack of coverage for health services reduces access of the poor to basic health services; poor quality of care can be addressed by tightening reimbursement guidelines of the NHIA; and weak leadership and management of health services at regional and district levels hamper availability of high quality health services throughout Ghana. The role of the Senior Health Systems Strengthening Specialist is to provide high quality project management, technical advice and support, and leadership as USAID's dedicated staff member addressing these critical issues.

BASIC FUNCTION

The position is located in the USAID/Ghana Health, Population and Nutrition Office. The job holder of this position will serve as the Senior Health Systems Strengthening Specialist to implement key aspects of a major USAID program to improve the overall health system, with a focus on the commodity logistics and supply system, health financing including the National Health Insurance System, and decentralized management of health services. The Senior Health Project Management Specialist will serve as the Ghana project manager for Deliver II, a central project which has a budget of \$12 million per year. The job holder will also provide technical support for an IL with the National Health Insurance Authority (NHIA) for an expected value of \$3,3 million per year, which will be implemented through host country systems. This activity is anticipated to require close and delicate coordination between officials of the NHIA and the HPNO. In addition the job holder will provide advice and support for strengthening of decentralized health systems as a key part of several bilateral health projects, as well as TA and oversight for USAID direct funding to several Regional Health Directorates. The specialist will represent USAID in substantive and complex discussions with senior Ministry of Health and Ghana Health Service officials related to health system strengthening. In sum, the Project Management Specialist will be directly responsible for an annual budget of \$12 million and will have significant management responsibility for at least an additional \$8 million per year.

The Senior Health Systems Strengthening Specialist is supervised by the Director of the Health, Population, and Nutrition Office (HPNO). The job holder is required to exercise extensive judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and the meeting of deadlines. The incumbent is required to work with a minimum of supervision, and in a collaborative fashion with other professional staff inside and outside the Mission. The Senior Health Systems Strengthening Specialist is expected to produce high quality work and keep supervisor apprised of progress of assigned tasks.

MAJOR RESPONSIBILITIES

1. Advisor for Health Systems Strengthening

- (a) Leads collaboration across numerous technical teams to identify, analyze, formulate, and implement activities to strengthen key systems (leadership, financing, logistics, and

information systems) that support delivery of high quality health services.

- (b) Provides technical guidance to the Ministry of Health Technical Working Group for Supply Chain Management, identifying evidence-based approaches that are contextually appropriate to reform the overall Health Commodity Supply System in Ghana.
- (c) Provides technical guidance to the National Health Insurance Authority, identifying evidence-based approaches that are contextually appropriate to improve coverage and adjust benefit packages, communicate changes to stakeholders, monitor performance of providers, and increase accessibility to accredited provider.
- (d) Provides technical guidance to the Ministry of Health and the Ghana Health Service and the Health Human Resources Observatory, identifying evidence-based approaches that are contextually appropriate to improve production, deployment, and performance of human resources for health in Ghana.
- (e) Works with the Health Office Director to manage short- and long-term technical assistance required for the successful design and implementation of activities for which he/she is responsible. Identifies implementation options, makes recommendations to his/her supervisor and participates in the review of technical proposals for new activities under the integrated health program.
- (f) Coordinates with other partners and supports efforts to address health system strengthening gaps and help build technical and managerial capacity within the Ghana Health Service (GHS).

2. Performance Management Specialist

- (a) Serves as the Ghana activity manager working with the Contract Officer's Representative (based in Washington DC) to manage and monitor performance of the Deliver II project in Ghana, valued at \$12 million annually, including the review and approval of annual work plans, finances, performance of local staff and consultants.
- (b) Serves as the activity manager working with the Health Officer to manage and monitor performance of the National Health Insurance Authority under its direct financing arrangement with USAID, valued at \$3.3 million annually including the review and approval of annual work plans, finances, performance of local staff and consultants
- (c) Serves as the Ghana activity manager working with the Agreement Officer's Representative (based in Washington DC) to manage and monitor performance of the Capacity Plus project in Ghana, valued at \$.2 million annually including the review and approval of annual work plans, finances, performance of local staff and consultants.
- (d) Develops and maintains the data base for relevant aspects of the Health Program's Performance Management Plan (PMP) and its management and reporting systems; and documents programmatic achievements for inclusion in annual reports and semi-annual portfolio reviews, including the analysis of progress toward achievement of health program indicators and targets.
- (e) Provides technical guidance to Mission, host-country and U.S.-based counterparts on program monitoring and performance management requirements.

- (f) Ensures quality of performance indicator data; arranges for and oversees the conduct of validity checks or verification reviews of data collection systems and information provided by partners, in accordance with USAID policy guidance.
- (g) Keeps abreast of problems that affect activity progress across this portfolio, and assists partners in revising activities and plans, as necessary, in light of changing circumstances. Is responsible for all trouble shooting with assigned grantees and implementing partners; answers a broad range of implementation questions. Is responsible for official communications to and from assigned partners.
- (h) Oversees implementation of assigned activities through periodic field visits and reports to team on progress, implementation problems, and community service delivery technical assistance requirements of the Health SO.
- (i) Prepares reports, analyses, trip reports, partner status reports, review-meeting summaries, prepare and amends Action Memoranda, MAARDs, grant program descriptions and scopes of work and accompanying budgets for assigned activities. Contributes to preparation of semi-annual activity implementation reports.
- (j) Performs any other duties that may be assigned.

DESIRED QUALIFICATION/SELECTION CRITERIA

- a. **Education:** Masters Degree in the health sciences or health economics or public financial management, or related field is required.
- b. **Prior Work Experience:** 7 years public health and program management is required. Specific experience in either health commodity logistics or health financing arrangements is required.
- c. **Language Proficiency (*List both English and host country language(s) proficiency requirements by level and specialization*):** Level IV English (proficiency) is required. Skill in writing professional reports in English is required.
- d. **Job Knowledge:** Strong understanding of key components of health systems and different approaches to strengthen their performance is required. Knowledge of national health policies, priorities, strategic directions and overall health priorities that are affected by these systems is required. Knowledge of Ghana's health system structure and roles and responsibilities of different actors in Ghana is required.
- e. **Skills and Abilities:** Strong inter-personal skills, and ability to work effectively with superiors, subordinates, colleagues and partners both inside and outside the Mission is required. Must be a strong analytic writer and computer literate. Samples of written work may be required. Must be diplomatic but firm in dealing with high level Ghanaian officials, from the National Health Insurance System and from the Ministry of Health and the Ghana Health Service at the national and regional levels.