

POSITION DESCRIPTION
PROJECT MANAGEMENT SPECIALIST - HIV/AIDS

BASIC FUNCTION OF POSITION:

The Program Management Specialist (HIV/AIDS) is an integral member of the USAID/Ghana health team and also the USG President's Emergency Plan for AIDS Relief (PEPFAR) Ghana interagency team. This is a full time programmatic, administrative and financial management support position, with primary responsibilities in assisting the HIV/AIDS portfolio with project management, coordination and monitoring; liaison and communication with implementing partners, USG agencies including the PEPFAR Ghana team, other USAID offices as well as external partners; response to technical reporting requirements and; analysis and reporting of health data and statistics, including budget information. Responsibilities will also include providing Agreement/Contracting Officer's Representative (A/COR) management and coordination of funding, reporting and administration of grants, contracts and cooperative agreements for USAID activities being conducted by Implementing Partners (IP) under Contracts, Cooperative Agreements and/or Grants. The position will also serve as Activity Manager for designated USAID/WA Global Health Bureau central mechanisms implemented in Ghana. This position is one of substantial complexity given the high level of influence of the USAID/Ghana HIV/AIDS portfolio in management, representation, strategy and results for US Government PEPFAR Ghana. The position requires the ability to coordinate, plan, implement, follow-up and work with limited oversight both independently and within a multi-agency and multi-organizational team setting. The incumbent is expected to be highly productive and to meet tight deadlines. The ability to operate sensitively and effectively given the contextual variables affecting HIV/AIDS in Ghana is absolutely essential. Flexibility, customer orientation, diplomacy, discretion, the ability to logically organize and analyze information (including program data), attention to detail and the capacity to complete tasks with limited oversight are all critical to successfully fulfilling the position requirements. This position is located in the Health, Population and Nutrition Office (HPNO) at USAID/Ghana in Accra and will require travel both in Ghana and internationally.

MJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

A. Program Management Support

(65%)

Management: - Serve as A/COR for designated USAID-funded, multi-year health contracts, grants and/or cooperative agreements. The incumbent will have direct management responsibilities for grants to local organizations. In FY17, He/she will assume AOR responsibility (subject to approval of USAID/West Africa Regional Acquisition and Assistance Office (RAAO) for one bilateral cooperative agreement with an annual budget of approximately \$400,000 per year. This role is pivotal to the USAID/Forward goals of building sustainable capacity in local non-governmental organizations (NGO) for HIV/AIDS programming. Additionally, the incumbent will serve as Activity Manager for designated USAID/WA Global Health Bureau central mechanisms implemented in Ghana. For example, in FY17, the incumbent will serve as the Activity Manager

for The Commodity Fund (a PEPFAR fund under USAID/WA Central Contraceptive Procurement mechanism), which supplies HIV commodities to the USAID/Ghana health and HIV projects as well as to The Global Fund programming for Key Populations. In such capacity, the incumbent will work in collaboration with USAID/WA, the new Global Health Supply Chain Procurement and Supply Management (GHSSC-PSM) award and relevant implementing partners to accurately forecast and monitor commodity needs to ensure product availability and distribution to support community-based service delivery. In FY15, the total value for HIV commodities to USAID/Ghana's HIV portfolio amounted to \$700,000. The incumbent will also be responsible for ensuring compliance with the USG Statutory Requirements for Family Planning and HIV (as applicable) among USAID/Ghana HIV service delivery projects.

This role as A/COR and/or Activity Manager will require provision of oversight, management, administration and technical guidance to implementing partners that will ensure adherence to work plans, timely completion of project activities and deliverables to increase efficiency and impact of HIV activities. The incumbent will provide guidance on USG policy, procedures and processes related to management, planning and implementation of activities to ensure consistency with USAID/Ghana, PEPFAR and Ghana Government strategic frameworks, protocols, policies and regulations. He/she will work closely with the USAID/West Africa RAO and Regional Office of Financial Management (ROFM) to ensure that all implementing partners adhere to all administrative requirements.

The incumbent will assist the HIV/AIDS Team Leader in financial management of HIV funding to the various mechanisms within the USAID/Ghana portfolio and outlined in the annual PEPFAR Ghana Country Operational Plan (COP) budgets. Related tasks include oversight of major obligating and reporting documents which includes ensuring that obligations, expenditures, and budget pipelines conform to work plans; ensuring appropriate and timely incremental funding of activities; tracking both financial and material resources (including tax exemptions to implementing partners); preparing quarterly accrual estimates; ensuring proper distribution and tracking of project vouchers for timely review and payment and; ensuring accurate and timely reporting of program finances and progress status.

Attend multiple national-level fora (including national-level Technical Working Groups) with Ghana Government officials, multilateral organizations, bilateral donors, and civil society stakeholders for critical analysis and discussion on HIV/AIDS policy priorities, program initiatives, advocacy platforms, dissemination of newly gained technical knowledge such as best practices and revisions to nationally accepted strategies, policies and guidelines for HIV/AIDS programming. The incumbent will only play a supportive or observational role at these meetings and as such, will not act as sole representative of US Government.

Strategic Planning and Monitoring, Evaluation and Reporting:– Provide guidance on USG policy, procedures and processes and also assist in the coordination of USAID/Ghana implementing partners for the preparation of planning and reporting requirements for USAID and PEPFAR, including the Operational Plan (OP), Country Operational Plan (COP), Performance and

Planning Report (PPR), Reprogramming actions, semi-annual and annual progress reports (SAPR & APR) including portfolio reviews, and Congressional Notifications. Review, analyze and synthesize all inputs submitted by USAID/Ghana implementing partners with respect to data quality control requirements and assists in preparation of program area narratives and summaries.

Contribute to substantial review, technical insights and direction to implementing partners in the tracking, development and monitoring of work plans; use of standardized indicators; tracking and reporting of results and progress; program compliance; documentation of lessons learned and best practices; and reporting of activity performance and data in quarterly and annual progress reports. Participate in and conduct periodic site visits (including the Site Improvement Monitoring Systems (SIMS) as required by PEPFAR), Data Quality Assessments (DQA) and routine meetings with implementing partners to monitor program implementation, analyze data and/or results and discuss any barriers to achievement.

Provide programmatic and administrative assistance in the preparation and compilation of planning and required documentation to support USAID/Ghana HIV program activities, including Project Appraisal Document (PAD), scopes of work and accompanying budgets, action memoranda, procurement and assistance instruments, meeting minutes, closeout plans, final reports, equipment disposal, and implementation of evaluation and audit recommendations. Negotiate the necessary clearances and processing for these documents through the appropriate USAID, implementing partners and/or government channels, often in absence of instructions or precedents.

Contributes to reviews of USAID/Ghana's HIV mechanisms to ensure accurate representation in descriptive information, summary results and analyses generated from the PEPFAR Ghana Expenditure Analysis, Data for Accountability, Transparency and Impact (DATIM), SIMS and other data-driven processes and systems required by PEPFAR.

Communication: - Coordinate preparations of briefings and logistics for VIP visits as well as the development of informational materials, press releases, interviews, speeches, talking points, etc., for or as part of Congressional delegations, technical working group members or similar delegations on site visits to USAID/Ghana and its partners.

Coordinate with the USAID/Ghana Development and Outreach staff, U.S. Department of State PEPFAR Ghana Country Coordinator and Public Affairs staff on development of basic communication information on USAID/Ghana HIV/AIDS activities, including but not limited to program events, success stories, fact sheets, and other documentation.

B. Administrative Management Support

(35%)

Coordinate and liaise with USAID and U.S. Embassy offices on administrative and human resources issues, procurement, security, travel and access systems as well as on-boarding of all new and TDY staff.

Manage the USAID/Ghana HIV/AIDS team calendar arranging and/or confirming participation in meetings, conferences and workshops. The incumbent will also attend meetings, record proceedings and report outcomes to team members.

Manage logistics for international and local travel for the USAID/Ghana HIV/AIDS team, including preparation and processing of travel authorizations (in conformity with the E-2 Solutions system), airline tickets, hotel and transport reservations and, submission of visa applications and Electronic Country Clearances (ECC) for staff traveling to other countries.

Manage and coordinates arrangements for international visitors including Electronic Country Clearances (ECC), RSO approvals, hotel and transport reservations, IT and office space support, scheduling of meetings both internal/external to USAID/Ghana and provision of informational materials.

Coordinate and manage logistical and administrative tasks for scheduled meetings/events, USAID/Ghana TDYs, and other in-country visitors in showcasing the HIV/AIDS health portfolio. Processes RSO Visitor Access Requests and acts as escort for visitors.

Draft routine correspondence on HIV program activities, e.g., letters, reports, memos, emails, invitations, etc., as well as activity announcements and/or requests for information to implementing partners and other Ghana stakeholders.

Maintain an updated list of points of contacts in government, bilateral and multilateral donors, regional organizations, implementing partners and other key HIV stakeholders.

Organize and maintains comprehensive files and records specific to the USAID/Ghana HIV/AIDS program activities, in conformance with Agency directives. Responsible for data integrity and security of information in the reporting database that may relate to HIV/AIDS infection particularly with respect to named individuals. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, budget-related actions, email communication, audit reports, research determinations, panels, and awards. Whenever possible, these records will be filed electronically.

Manage data entry related to HIV/AIDS program activities into USG and USAID systems, e.g., Global Acquisition and Assistance Systems (GLAAS) and Foreign Assistance database (FACTS Info), as well as into PEPFAR reporting systems, e.g., Data Accountability, Transparency, Impact Monitoring (DATIM), Site Improvement Monitoring System (SIMS), etc.

Conduct skill-based trainings on USAID and PEPFAR reporting systems requiring data entry at the implementing partner level, e.g. DATIM, AIDTracker Plus, etc.

Provide administrative support to USAID/Ghana in collaboration with the HPNO Program Management Assistants.

C. Perform other duties as assigned.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

A) Education: A University degree in social science, public health, program management, public administration, international development, health services administration or similar health related discipline. Master degree is a plus. Experience in HIV/AIDS is required. Experience in community development is strongly desired.

B) Prior Work Experience:

- 1) Minimum of five (5) years of progressively responsible experience in program-related work is required. Programmatic and administrative support of international development programs, with demonstrated expertise in planning and monitoring technical assistance activities, finance tracking and preparation of annual strategic planning processes as well as experience in organizing programmatic, technical and administrative information for decision making is required.
- 2) Minimum of three (3) years public health experience in the analysis, activity design, program planning and implementation of small to large projects (values ranging from \$100,000 to \$500,000 per year) is required, including developing, managing and implementing projects and working with partners on developing scopes of work and work plans, maintaining schedules for implementation, budget management, quality control of deliverables, and monitoring and evaluation of results. At least one year of work experience in an international/resource poor setting is required. Previous experience with HIV/AIDS projects is required.
- 3) Minimum of three (3) years of experience and expertise in budget management is required, e.g. planning, managing and analysis of expenditure levels and funding pipelines; developing budgets; managing funding flows to ensure seamless activity implementation; and analysis of expenditures and contribution to actual results.

C) Language Proficiency: Excellent written and oral communication skills in English (Level IV fluency – speaking/reading/writing), including the ability to synthesize and succinctly present material is required. On occasion, the incumbent will need to act as an interpreter/translator; therefore, the ability to speak at least one of the following Ghanaian languages (Twi, Ga and/or Fante) is required. ***Language proficiency will be tested.***

D) Job Knowledge: Working knowledge of the current epidemiology, emerging political/social/cultural/economic contextual issues and policy changes related to HIV/AIDS in Ghana (and in Africa) in order to enhance the design and implementation of USAID's strategy is required. Must have working knowledge of the Ghana health care system and structures including familiarity with Ministry of Health/Ghana Health Service's policies, program priorities and regulations. Strong knowledge of managing contracts, agreements and/or grants is required.

E) Skills and Abilities: Excellent organizational and collaborative skills with competency in effective communication, facilitation and negotiation between various stakeholders resulting in measurable, positive outcomes are required. Must have ability to demonstrate considerable ingenuity, diplomacy and tact in establishing and maintaining working relationships at low to high levels throughout the government, management, medical, scientific, public, and private sectors of the broad HIV/AIDS response community to gather and exchange information and ability to quickly synthesize and adapt information and ideas (including program and budgetary data) from diverse sources and to concisely articulate through written products and/or public speaking (e.g., speeches, presentations, etc.). Ability to adapt to effectively work in an environment that is complex, uncertain, politically charged, in flux, and with extreme time constraints and pressure is required. Demonstrated initiative and the ability to plan and think strategically about program design and opportunities for investment; setting realistic goals, objectives and implementation plans; effectively balancing multiple priorities; and excellent time management skills is required. Must have advanced proficiency in word processing, spreadsheets and databases (e.g., Microsoft Office suite, including Word, Excel and PowerPoint, etc.). Strong team orientation, positive attitude, integrity, self-motivation, discipline and reliability, willingness to travel both locally in Ghana and internationally is required.