

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-14-012

**OPEN TO:** All interested candidates

**POSITION:** Project Management Specialist  
Population and Family Health Office

**OPENING DATE:** April 17, 2014

**CLOSING DATE:** April 30, 2014

**WORK HOURS:** 40 hours/week

**SALARY:** (Min. JD24,370 – Max. JD40,217)  
Position Grade Level 12

**PLACE OF PERFORMANCE:** Amman, Jordan

**NOTE: ALL NON-JORDANIAN APPLICANTS MUST PROVIDE THE REQUIRED RESIDENCY AND WORK PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

USAID/Jordan has an immediate vacancy for a Project Management Specialist in the Population and Family Health (PFH) Office. This is a Personal Services Contract (PSC) position, grade FSN-12. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-12 level. USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

The incumbent serves as Senior Population and Health Advisor/Project Management Specialist in the PFH Office at USAID/Jordan. S/he is responsible for overseeing Development Objective 3's Intermediate Result 3.1 (DO 3/ IR 3.1) for population and health. The incumbent is responsible for advising on all PFH issues and provides expert analysis, negotiation, design, strategic planning and strategy development or redirection, resource allocation, monitoring and liaison on program design and implementation activities related to the Mission's PFH Development Objective 3. The

Population and Family Health Office's portfolio under DO 3/ IR 3.1 is a large complex program that includes comprehensive support for the Government of Jordan, the private/commercial sector and several local Non-Government Organizations (NGOs).

**Major Responsibilities:**

**Development Objective/ Intermediate Result Management:**

The incumbent provides technical and managerial leadership for the Population and Family Health Intermediate Result (IR 3.1.) under the Development Objective #3 (Essential Services to the Public Improved). This includes:

**Expert Advisory Services:** The incumbent advises the Mission Director, PFH Office Director, and Development Objective Teams on Government of Jordan (GOJ) strategies, policies, attitudes and decisions on population issues, family planning, maternal and child health, safe motherhood, health reform, infectious diseases, as well as new opportunities and challenges arising in the field. S/he keeps USAID management informed of current population and health trends and activities as well as GOJ policies, laws and regulations that relate to USAID-financed activities. The incumbent assesses and analyzes health and population needs, activities and budgets of USAID projects operating in Jordan. S/he assists the PFH Office Director in the preparation of PFH related strategic documents and provides advice and leadership in implementing and monitoring the Country Development and Cooperation Strategy (CDCS) (2012 – 2017).

**PFH Monitoring and Coordination:** As Senior Population and Health Advisor, the incumbent assists the PFH Office Director in overseeing and coordinating implementation of the PFH strategy and portfolio. S/he monitors PFH performance at the Intermediate Result and sub-result levels to ensure results are achieved; ensures that documentation of indicators and other performance monitoring data is carried out in a timely and accurate manner, and drafts Annual Report documentation, Development Objective Grant Agreement amendments, implementation letters, action memoranda, progress reports and correspondence. The incumbent prepares PFH presentations and participates in semi-annual portfolio reviews.

**Communication with Host Country Officials:** As the senior Jordanian Population and Health Advisor, the incumbent plays a critical role in building and maintaining relationships with high level Host Country officials that are critical to the success of USAID's programs. As the senior Foreign Service National in the PFH Office, the incumbent advises the U.S. Direct Hires Staff (i.e. – Office Director, Deputy Director, etc.) that turn over on a more frequent basis, on host country processes and positions. S/he is recognized as a health expert that develops and maintains direct contacts with senior government officials – primarily at the Ministerial and Secretary General levels – at the Ministry of Health (MOH), Department of Statistics (DOS), the Royal Medical Services (RMS), Ministry of Planning and International Cooperation (MOPIC), the Higher Population Council (HPC) and Higher Health Council (HHC) – to plan and negotiate USAID assistance related to the PFH sector.

**Program Briefings:** The incumbent briefs Embassy, USAID, US Military, Congressional and other high level U.S. Government agency staff on the USAID PFH program as well as the history of the USAID program in Jordan. S/he provides formal presentations about the PFH Program to international donors meetings, the Minister of Health, and other senior GOJ officials. The incumbent assists PFH and Office of Program Management in the preparation of background material for media coverage and related events with local and international media on issues related to the USAID and PFH Program.

**PFH Representative:** The incumbent represents DO 3 on mission wide committees (including other DO team(s) as assigned), Federal Managers Financial Integrity Act (FMFIA) review, various audit reviews and related committees, as required.

### **Project Management:**

The incumbent is the Contracting Officer Representative (COR) for the largest and most diverse PFH activities supporting the health sector. The incumbent directs needs assessments, conducts site visits to monitor project progress; collects information from a variety of published and unpublished sources and prepares factual and analytical reports on host country and other donor activities related to his/her portfolio of responsibilities and the overall PFH portfolio. S/he prepares descriptive and analytical reports on primary health care, population and family planning policy, health care costs and health care financing issues. The incumbent prepares Project Implementation Reports. S/he identifies bottlenecks to implementation and proposes solutions to resolve issues and barriers.

**Design and Evaluation:** The incumbent conceptualizes and details the design, redesign, or redirection of new activities under existing projects in the areas of reproductive health, population, and primary health care, health reform and other aspects of public health. S/he plans for assessments and evaluations of individual projects, population and family health programs and overarching themes. The incumbent drafts scopes for design and evaluation teams, directs the work of these teams and provides feedback on the design and evaluation reports.

### **Office Management:**

As Senior Population and Health Advisor, the incumbent serves as a Team Leader, directly supervising two FSN staff members and mentoring additional staff, including junior Foreign Service Officers (FSOs). The incumbent reports directly to the PFH Office Director and collaborates closely with Office Director and Deputy Director on all PFH matters. S/he serves as the acting PFH Deputy Office Director in his/her absence.

### **Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent

information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. Master's Level Degree in a health related field (i.e. – Masters in Public Health, Medical, Nursing, Nutrition, or Pharmacy degree, etc.) or a Master's degree in International Development or Public Policy with a specialization in health is required. **Supporting documentation (i.e. a copy of Master's degree certificate) must be included in the application for eligibility purposes.**
2. Fifteen years of progressively responsible professional experience in the Health Sector is required. Of which ten years of primary health program management, or maternal/child health/family planning and/or international health related development assistance is required. At least one year of supervisory and/or managerial experience required.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; else candidate will be tested again.
4. Skills & Abilities:
  - a) Must have demonstrated the ability to establish and maintain an extensive range of contacts with senior GOJ officials, including high level Ministry of Health officials, and with influential persons in the private and NGO sectors.
  - b) Must have the ability to identify significant economic, political, and social trends and assess their importance and impact on AID development assistance objectives.
  - c) Must have the ability to obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms; plan, organize, manage, and evaluate important, responsible, and complex projects; provide information and advice with detachment and objectivity;
  - d) Must have demonstrated the ability to represent USAID in high level discussions/negotiations with GOJ, NGOs and cooperating agency and contractor partners.

- e) Must have demonstrated strong computer skills in specialized software, including Windows 7, the Microsoft Office Suite and data analysis tools. Must have demonstrated ability to navigate and research the Internet.

### **Selection Process:**

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to:

Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:  
[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

### **Benefits and Allowances:**

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

### **Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.