



**USAID**  
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**MALI**

## Memorandum

**DATE:** July 05, 2013  
**FROM:** Zachary Clarke, Contracting Officer *ZC*  
**SUBJECT:** Vacant Position: USAID Mali Mission Health Project Development Specialist (Program Manager)  
**TO:** US Mission Locally Employed Staff only

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**OPENING DATE:** July 8, 2013

**CLOSING DATE:** July 22, 2013

**GRADE LEVEL:** **FSN PSC-10 (FCFA 9, 461,487 to FCFA 14,665,299)**

*(If an applicant does not meet all required qualifications for the position and is selected for the position, h/she may be hired at a lower grade than the position classification grade; Mission employees originally recruited at a lower level than the position competed will comply with Mission standards).*

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Project Development Specialist (Program Manager) for the USAID/Mali Health Office.

### **Basic Function of Position**

This position is located in the Health Office, USAID/Mali, in Bamako, Mali. The primary purpose of Project Development Specialist (PDS) is to serve as a Program Manager for the overall health portfolio, liaising with Health Team members and other Mission offices to manage health strategic planning and design, monitoring and evaluation, reporting, financial management, procurement, environmental compliance, and other actions related to the overall health portfolio. S/he reports to the Deputy Health Team Leader.

### **Major Duties and Responsibilities**

#### **Strategic Planning and Design - 10%**

The PDS will coordinate strategic planning efforts, and will lead or contribute to project and activity design efforts.

Examples of work activities in this category include, but are not limited to:

- Serve as the point of contact for project/strategic design teams. Organize inputs from health technical staff. Provide substantive input to the design process.
- Serve as a member of Activity Design Teams along with technical staff in the relevant specialization. Liaise with other Mission offices, such as the Program Office, on the design process. Facilitate the organization of Mission reviews and approvals for new activities.



- Manage the Operational Planning process. Coordinate inputs from all Health Team staff. Ensure that Health Team strategic priorities are reflected. Write and/or edit substantive sections of the Plan. Coordinate with the Program Office to ensure that all requirements and deadlines are met.

## Monitoring and Evaluation (M&E) – 25%

The PDS is the Health Team professional in monitoring and evaluation and supports the Health Team in the monitoring and evaluation of activities and results.

Examples of work activities in this category include, but are not limited to:

- Serve as the primary resource within the Health Team for monitoring and evaluation. Provide expert advice to colleagues and disseminates and interprets guidance on M&E. Coordinate M&E related activities with consultants and others; liaise with other Mission offices, implementing partners, and the government of Mali to ensure that the Health Office has accurate and timely M&E data for evidence-based decision making.
- Serve as AOR/COR or Activity Manager for Monitoring and Evaluation activities as appropriate. Manages the design, implementation, and M&E of monitoring and evaluation projects as appropriate.
- Supervise data collection and compilation for the Performance Management Plan to be updated annually.
- Ensure the conduct of Data Quality Assessments for all indicators that will be reported to USAID/W, providing expert advice and guidance to C/AORs and Activity Managers. Write data quality assessment reports and memos for the health file and Program Office
- Maintain a record of all M&E visits by each COR/AOR. Provide suggested M&E frequency and follow-up and request documentation of the visit.
- Compile and distribute health project activity evaluation results to appropriate stakeholders.
- Work with health partners to develop effective communication tools for the purpose of efficient data sharing and reporting.
- Make recommendations for better M&E evaluations and improving current Project Management and M&E processes and training.
- Conduct regular site visits to review program implementation in regards to M&E and meet with beneficiaries. Based on the information collected during field visits, communicate findings and recommendations to the Team Leader, implementing partners and GOM counterparts as appropriate.

## Environmental Compliance – 25%

The PDS serves as the Deputy Mission Environmental Specialist, one of two Mission experts in USG environmental regulations. As such, s/he serves as a resource to all teams in the Mission, providing expert advice and technical assistance on environmental requirements.

- Serve as Environmental Focal Point on the Health Team and Mission Deputy Environment Officer. Serve as Acting Mission Environmental specialist in the Absence of the Mission Environmental Officer. Provide the Health Team and the Mission specialist advice and technical guidance on USG environmental regulations and environmentally sound activity design, implementation, monitoring, and evaluation.



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- Ensure appropriate Environmental Compliance Language is inserted in all Health and Mission Solicitations, Grants and Contracts.
- Monitor health partners' implementation of the conditions in the health Initial Environmental Examination (IEE) and each project's Environmental Mitigation and Monitoring Plan (EMMP).
- Manage the conduct of IEEs for the Health portfolio; assist other offices with their IEEs. Write Health Team IEE memos, amendments, and determinations for individual activities. Provide technical guidance and assistance to other teams in drafting these documents.
- Train implementing partners and USAID staff in environmental compliance requirements as necessary.

## Reporting - 20%

Examples of work activities in this category include, but are not limited to:

- Manage planning and reporting to USAID/Washington, including the PPR and other reports. Coordinates with implementing partners and USAID staff to ensure that all monitoring data and narrative inputs are available. Coordinates with Program Office to ensure report requirements are met.
- Serve as the Health Team liaison with the Program Office on routine and special requests for information on the health portfolio.

## Financial Management - 10%

Examples of work activities in this category include, but are not limited to:

- Work closely with the Office of Financial Management, the Program Office, and Health Team technical staff to track the annual budgets for the overall health portfolio. Ensure that sub-obligations are recorded accurately, and that funds are appropriately allocated across activities, funding streams, and earmarks.
- Use the Phoenix system to ensure that funds from the appropriate year and funding stream are available and accurate for each sub-obligation.
- Ensure that pipeline analyses for the health portfolio are completed in collaboration with the Office of Financial Management, Program Office, and Health Team members as necessary. Present pipeline analyses to the Mission Director and other senior Mission staff at semi-annual portfolio reviews.
- Serve as Health Team Representative to the Mission Special Finance Team when convened.

## Procurement - 10%

Examples of work activities in this category include, but are not limited to:

- Serves as one of three health GLAAS points-of-contact, and provides on-the-job training and assistance to other Health Team staff on GLAAS.
- Working closely with the Development Assistance Specialists for each technical area, as well as other Health Team staff, track the status of Health Team procurement actions. Work with Health Team staff and OAA to resolve problems and ensure that procurements move forward in a timely fashion.



## **Minimum Qualifications:**

1. US Mission Local Employee Staff;
2. At least five years progressively responsible work in public health or a related field with a USG agency is required. Experience in Monitoring and Evaluation of Health Programs is required.
3. Level IV English and Level IV French language proficiency are required. The ability to communicate quickly, clearly and concisely both orally and in writing in both French and English is required.
4. Knowledge of the public health context in Mali and public health interventions is required. Knowledge of M&E methodology is required. The ability to establish and maintain contacts with individual partners and to work in a team setting is required. Excellent computer skills are required to effectively operate in this position; software/applications including, for example: evaluation programs, phoenix, GLAAS, MS Word, Excel, and Power Point.

**Selection Factors:** To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement.

## **Qualifications Required:**

- a. **Education (10%):** University Degree from four year college is required.
- b. **Prior Work Experience (20%):** At least five years progressively responsible work in public health or a related field with a USG agency is required. Experience in Monitoring and Evaluation of Health Programs is required. Prior work experience with USG policy and regulations is strongly desired. Experience with USG Environmental regulations (22 CFR 226) is strongly desired.
- c. **Language Proficiency (20%):** Level IV English and Level IV French language proficiency is required.
- d. **Job Knowledge (30%):** Knowledge of the public health context in Mali and public health interventions is required. Knowledge of M&E methodology is required. Knowledge of USAID policies, regulations, and programs is highly desirable. Knowledge of USG regulations on environmental compliance is strongly desired.
- e. **Skills and Abilities (20%):** The ability to establish and maintain contacts with individual partners and to work in a team setting is required. The ability to communicate quickly, clearly and concisely both orally and in writing in both French and English is required. Excellent computer skills are required to effectively operate in this position; software/applications including, for example: evaluation programs, Phoenix, GLAAS, MS Word, Excel, and Power Point.

**Maximum Evaluation Score 100 points.**



## **POSITION ELEMENTS**

- a. **Supervision Received:** The incumbent is supervised by the Deputy Health Team Leader. S/he will be expected to perform duties with a minimum of daily supervision and a high degree of independence and responsibility.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** ADS (Automated Directives Systems), AID procurement regulations, SOAG documents.
- d. **Exercise of Judgment:** Considerable diplomacy and good judgment are required in dealing with a wide-variety of counterparts within USAID, implementing partners, and the government of Mali. The incumbent is expected to exercise independent judgment in completing work within the Health Team, and in interacting with Mission colleagues and implementing partners.
- e. **Authority to Make Commitments:** Position has no authority to make financial commitments.
- f. **Nature, Level and Purpose of Contacts:** Regular direct contact with the USAID/Mali Health Team, USAID/Mali support and technical offices, Health Team implementing partners and mid to high-level Ministry of Health personnel.
- g. **Time Requirement to Perform Full Range of Duties:** One to three years.

## **SELECTION PROCESS:**

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

## **ADDITIONAL SELECTION CRITERIA:**

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

## **TO APPLY:**

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

**The DS-174 must be signed and those submitted unsigned will be rejected.**

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Project Development Specialist.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, and email address and should retain for their records copies of all enclosures that accompany their submissions.



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**All incomplete applications will be rejected.**

**SUBMIT APPLICATION**

Human Resources Management Office - Email: [bamakohrmvacancies@usaid.gov](mailto:bamakohrmvacancies@usaid.gov)

**CLOSING DATE FOR THIS POSITION: July 22, 2013**

The US Mission in Mali 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.