

USAID/Namibia

Vacancy Announcement

2016/04

POSITION: Senior Quality Assurance and Improvement Advisor (FSN-11)

OPEN TO: Namibian citizens

OPENING DATE: May 31, 2016

CLOSING DATE: June 23, 2016

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The Quality Assurance and Improvement(QA/I) Advisor leads the Quality Assurance and Improvement Team, serves as supervisor to three regional QA/I Specialists, and reports to the Strategic Information Advisor, in the Health Office for USAID/Namibia. The HIV QA/I Advisor, working with the Senior HIV Treatment Advisor, and the Continuum of Care Team, will provide leadership and serve as the subject matter expert for USAID's HIV clinical care and treatment portfolio's quality assurance and quality improvement agenda. The QA/I Advisor will lead analysis and follow-up improvement action plans resulting from site monitoring visits and quality assurance and improvement efforts.

A. Team Supervision and Management – 25%

- Lead the QA/I Team.
- Supervise three regionally-based QA/I staff, overseeing their work and training.
- Assign and balance work, apply good team-building techniques to ensure regular and coordination among the QA/I Team and regular communication between the Team, USAID/Namibia, and partners.
- Review QA/I work and results through report review, analysis and site visits.

B. Capacity Building and Quality Assurance/Quality Improvement Leadership – 30%

- Participate in the development and implementation of high-quality clinical care services and programs for PMTCT, pediatric and adult ART, and HIV/AIDS and TB services within health facilities; and, ensure effective improvements to treatment service delivery quality through capacity building programs, workshops, and in other participatory activities that serve to broaden the knowledge and practice of effective data-gathering for HIV/AIDS and other health programs/projects/activities at the national, regional, and IP level.
- Provide leadership in the development and documentation of effective tools and approaches for institutional capacity building, and maintain inventory of successful strategies and approaches.
- Provide strategic technical leadership and expertise in developing QA/I plans for all IPs, and ensures effective implementation of the Site Improvement Monitoring System (SIMS).

C. Data Analysis and Monitoring and Evaluation – 25%

- Liaise with and support the Continuum of Care Team, in order to analyze and track QA/I

progress; assess barriers to achievement; recommend action for improvement; and document and highlight results.

- Track and follow up on SIMS, Data Quality Assessments (DQA), and technical site visits, including providing technical and administrative assistance to the Health Office on data collection, data entry and reporting.
- In partnership with AORs/CORs or Activity Managers, ensure QA/I activity improvement and mitigation plans are submitted, and track follow-up actions for completion with technical staff.

D. External Coordination – 10%

- Develop substantive relationships with relevant key partners, including Line Ministries, non-governmental institutions, and donors in Namibia in order to ensure optimal coordination, harmonization, and alignment of QAI processes, activities, and systems.
- Represent the Mission to other USG agencies and the GRN at the Interagency Technical Team and the national Technical Working Group level on all QA/I matters
- Coordinate on SIMS, DQA, and site visit related to QA/I.

E. Performs other duties as assigned or required – 10%

Required minimum qualifications:

1. A Master's Degree, or the local equivalent, in clinical Public Health or Nursing, social science, statistics, or an equivalent job-related field is required.
2. Five years of progressively responsible job-related professional-level experience in direct program/project/activity management, evaluation of programs/projects/activities, establishing and/or using advanced monitoring and evaluation (M&E) systems, or in closely related activities is required, with experience in a clinical setting.
3. Level IV (fluent) English language proficiency, spoken and written, is required.

Required knowledge, skills and abilities

1. Developed knowledge of HIV/AIDS and TB clinical care and treatment program design, implementation, and evaluation and HIV/AIDS and TB epidemiology and strategies for treatment, care, and prevention
2. Knowledge of data gathering systems, public health programming, and international donor operations in the sector, and of information systems, data management and database development, quality assurance, and statistical analysis.
3. Able to analyze and interpret large amounts of data.
4. Demonstrated effective management of high-level coordination and relationships with counterparts.
5. Able to assume management and leadership; resourceful, with good judgment, and able to work with persons from many backgrounds.
6. Advanced ability to work on complex software programs.
7. Able to obtain, evaluate, and interpret factual data and prepare precise, accurate and complete reports with minimal need for re-editing.
8. Superior oral and written analytical and communication skills required in order to communicate technical information clearly and effectively, to both technical and non-technical stakeholders.

APPLICATION SUBMISSION GUIDELINES

Interested applicants must submit the following **by e-mail only** to the attention of the Regional Executive Officer, USAID/Namibia, Windhoek, Namibia: (1) a signed cover letter expressing interest in the position; (2) a completed DS-174; and (3) a current CV.

DS-174 forms are available at: <http://windhoek.usembassy.gov/about-us/job-opportunities.html>.

All application materials, including any relevant supporting documentation, should be scanned (using Adobe Acrobat PDF format) and sent to windhoekhr@usaid.gov by **17:00 p.m. (local Windhoek time), June 23, 2016.**

The Subject line of the application email MUST read: “Senior QA/I Advisor”.

Please note that no applications received after the deadline will be considered and that hard copy applications will not be accepted. Only short listed candidates will be contacted.

Please note that all vacancies within the U.S. Embassy are advertised on the following website:
<http://windhoek.usembassy.gov/about-us/job-opportunities.html>

The U.S. Mission in Namibia 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.

Drafted/Cleared: Tara O’Day (Health Office Director)
Cleared: Markus Dausses (Regional Executive Officer, USAID/Namibia)