



VACANCY ANNOUNCEMENT

No. 2013-005	Date: June 11, 2013	Ref:
Subject:	SENIOR REPRODUCTIVE HEALTH PROGRAM MANAGER	
Location:	ABUJA – HEALTH, POPULATION AND NUTRITION OFFICE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Senior Reproductive Health Program Manager, FSN-12

OPENING DATE: June 11, 2013

CLOSING DATE: June 25, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN: N6,608,675.00 p.a (Starting basic salary on FSN-12 Position Grade)
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

USAID/Nigeria in Abuja is seeking to employ a suitable and qualified candidate for the position of Senior Reproductive Health Program Manager in the Health, Population and Nutrition Office.

BASIC DUTIES OF THE POSITION:

The Senior Family Planning/Reproductive Health (FP/RH) Program Management Specialist serves as the principal advisor to USAID/Nigeria in family planning and reproductive health and as a senior member of the Health Population and Nutrition (HPN) Office. The incumbent provides overall technical guidance for developing FP/RH strategies and policies that support USAID and Government of Nigeria development targets. S/he provides substantive advice to further the conception, design, development, implementation and evaluation of programs in reproductive health and family planning funded by USAID. The incumbent applies specific clinical knowledge and skills to sensitive issues related to RH, including family planning methods, the surgical repair of fistula, emergency obstetric care and safe motherhood.

MAJOR DUTIES OF THE POSITION:

USAID's FP/RH activities have increased in complexity and scope over the past few years. Geographic spread has also evolved to new States where USAID's previous direct presence was non-existent or minimal. FP/RH and MCH budgets and activities have multiplied and now include new initiatives, such as safe motherhood, emergency obstetric care, prevention and surgical repair of obstetric fistula and major new polio and immunization activities. In addition to the cross-sector synergies developed within the HPN team among RH, child survival and maternal and child health, and between health and education activities, new initiatives have been launched integrating RH and HIV/AIDS services. The Senior FP/RH Program Manager is responsible for the overall management of the technical and administrative aspects of all USAID/Nigeria's activities in reproductive health and family planning.

The incumbent provides guidance on new program initiatives, drafts program documents to secure funding and implement activities, and manages the relationships between USAID and implementing partners that implement FP/RH activities. The incumbent applies clinical knowledge to improving the effectiveness of USAID RH activities with particular sensitivity to the Nigerian context in which health and medical services are being provided.

The incumbent represents the USAID regarding FP/RH policies, strategies and activities with outside organizations, such as the Federal Ministry of Health, the National Population Commission, the National Primary Health Care Development Agency, State Ministries of Health, United Nations organizations, British Department for International Development, United Nations Population Fund, foundations and other development partners.

The incumbent will serve as primary advisor and primary resource and focal person for FP/RH; provide technical and managerial oversight of programs implemented in RH and FP; provide leadership and represent USAID to the Government of Nigeria, the donor community and non-governmental organizations to coordinate and promote efforts to develop and implement strategies to improve FP/RH policies and service delivery; serve as point person for USAID's special efforts to improve FP/RH in Northern Nigeria; ensure that project annual work-plans are completed on time and implemented in a timely fashion, including management reviews, project progress reports and financial expenditures; identify synergies between FP/RH and other Team activities, in particular in basic education and HIV/AIDS and develop new program initiatives; develop and deliver presentations, reference materials and speeches as necessary on the overall health program and related subjects for informational, advocacy and coordination purposes and serve as Agreement Officer's Representative (AOR - when certified to do so) or Activity Manager for several agreements that implement culturally-appropriate and complex programs in Nigeria.

She/he will participate in proposal reviews, interview committees, annual report preparation and other Mission-wide activities; facilitate development of implementing partner work plans, Performance Management Plans and coordinate preparation for implementing partner portfolio reviews; participate in the reviews of implementing partner annual, semiannual and quarterly reports, and other reports as needed; mentor other FP/RH team members; conduct site visits to keep abreast of FP/RH activities; coordinate TDYs related to FP/RH activities and backstop FP/RH team members.

MINIMUM REQUIREMENTS:

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. **Education:** Advanced health related degree (MD, RN, PhD, MPH) is required.
2. **Prior Work Experience:** 7-10 years progressively responsible, professional-level experience in public health and health delivery with emphasis on RH; clinical skills and experience is required. Experience working in Nigeria's northern states on health-related activities strongly desired.
3. **Language Proficiency:** Level IV English (high proficiency in verbal and written expression) is required; knowledge of Hausa desirable.
4. **Job Knowledge:** Familiarity with the broad range of FP/RH issues that affect Nigeria and/or developing countries in general. Understanding of, and sensitivity to, the major issues affecting FP/RH in all geographical regions of Nigeria, with in-depth knowledge of the implementation of FP/RH programs in Nigeria's northern states. Demonstrated understanding of programs and organizational aspects of major international donors, organizations, foundations and private sector organizations that support Maternal, Neonatal and Child Health and FP/RH.
5. **Skills and Abilities:** Demonstrated skills in decision-making and overseeing the implementation of RH/FP activities in Nigeria. Excellent communication (oral and written) and facilitation skills. Word processing skills are essential; knowledge of spreadsheet development, graphics applications and statistical analyses packages are highly recommended. Ability to analyze information, evaluate data and prepare reports and be capable of producing high quality work, often under time pressure and in complex situations. Excellent organizational and management skills, strong analytical skills and in-depth understanding of the technical, political, economic and cultural characteristics of Nigeria as they relate to the implementation of public health programs.

Excellent interpersonal skills, good social and professional judgment, and the ability to function effectively in cross-cultural and multi-level settings. S/he must be able to interact effectively with mid- and senior-level government officials and to maintain collaborative relationships within a team structure, in addition to effectively work individually and as a team member. S/he must be able to effectively lead, facilitate and participate in discussions and meetings.

SELECTION PROCESS:

It is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees who are qualified will be given preference.
4. Only successful applicants who meet the minimum requirements will be notified.
5. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
6. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

HOW TO APPLY:

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

SUBMIT APPLICATION TO:

USAID Nigeria
ATTN: Human Resource Office
c/o U.S. Embassy
1075 Diplomatic Drive
Abuja, FCT,
Nigeria

POINT OF CONTACT:

Tel: 09-461-9300 ext. 9319

CLOSING DATE FOR THIS POSITION IS: June 25, 2013

An Equal Opportunity Employer

Approved:EXO: BPalmer
Drafted:HR: CEdereka
Cleared:HPN: CCarr