

**PROJECT MANAGEMENT SPECIALIST (ZIKA REGIONAL) FSN-11/FP-4  
VACANCY ANNOUNCEMENT 16/08/43**

**MAJOR DUTIES AND RESPONSIBILITIES**

**50% of Time – Technical Guidance and Leadership**

The Regional Zika Health Specialist provides technical guidance for the implementation of USAID's Zika response in the areas of vector management, SBCC, MCH, and FP interventions. The Regional Zika Health Specialist coordinates USAID funded Zika activities internally within USAID, with USAID Missions, with other USG, and with external partners such the private sector, NGOs, communities, academia, and regional bodies. S/he ensures that USAID-funded regional Zika activities are technically sound and respond to regional needs. As the regional activity manager for centrally-funded projects, the Regional Zika Health Specialist provides technical and managerial oversight to implementing partners, monitors and evaluates their performance, and ensures timely reporting for activities concerning Zika and other infectious diseases.

The Regional Zika Health Specialist stays abreast of scientific advances and evidence-based activities that improve Zika control in the Latin America and Caribbean (LAC) Region. S/he leads or participates in technical regional working groups related to Zika. S/he leads in the identification of policy issues that bear on USAID's Zika regional response. S/he contributes to the Team's outputs and directions and reports directly to senior management on accomplishments and progress.

**30% of Time – Management**

The Regional Zika Health Specialist monitors the implementation of Zika regional programming to determine progress vis-à-vis objectives/benchmarks, identifies problem areas, and recommends appropriate actions. Acts as official USAID representative on site visits, conferences and workshops; identifies delays and problems, and recommends and/or implements authoritative and creative solutions to resolve them.

The Regional Zika Health Specialist will perform Contractor Officer/Agreement Officer Representative (COR/AOR) functions. As COR/AOR the incumbent will be responsible for managing Zika projects, approving partner requests for trip authorizations and trip reports; reviewing and processing financial documents; assisting with estimation of future funding needs; pipeline analysis; and monitoring adherence to USAID regulations, contracts and agreements as applicable. The Regional Zika Health Specialist monitors adherence to USAID regulations, where applicable.

**20% of Time – Reporting**

The Regional Zika Health Specialist prepares USAID documents and reports related to regional Zika programming, including orally/written reporting on activity results and expenditures in different settings including portfolio reviews and the Performance Plan and Report