



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-12-001(Juba)

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Program Management Specialist-Health

OPENING DATE: Friday, Oct 21, 2011

CLOSING DATE: Friday, Nov 04, 2011 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-10 (Mid Level Professional)

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID/South Sudan is seeking a qualified individual for the position of Program Management Specialist- Health at USAID Juba.

BASIC FUNCTION:

The Program Management Specialist (PMS) serves in a mid-level professional capacity to provide technical, programmatic and administrative management of key components of USAID/South Sudan's health program. The candidate is expected to be a strong program manager with broad-based public health knowledge. Areas of technical consideration include: family planning and reproductive health, maternal, child and neonatal health, infectious diseases, monitoring and evaluation, HIV/AIDS, water and sanitation, health system strengthening, pharmaceutical management and/or community-based programming. The candidate will represent USAID/South Sudan on public health issues at technical, policy and strategic planning meetings, including meetings with Ministry of Health (MOH), donor agencies and other stakeholders. S/he will serve as the Activity Manager for specific field support health programs and coordinate funding, reporting, and administration to assure projects are conducted and USG funds are appropriately utilized.

Provide technical, programmatic and administrative management of key components of USAID/South Sudan's health program in designated technical areas. Management tasks will include reviews, monitoring and evaluation, supportive supervision, budgeting, operational planning, biannual strategic portfolio reviews and annual performance planning and reporting. Works closely with host government MOH, international organizations (including the Global Fund), and non-governmental organizations to implement government and USAID strategies.

Specific roles and responsibilities:

- As an Activity Manager for field support activities, technically and programmatically review implementing partner annual work plans, quarterly and annual progress reports and budgets. Assist

implementing partners in the development of achievable, measurable indicators, plans and objectives for implementation of designated health activities.

- Supports the office in preparing designated narratives for the USAID/South Sudan budget and program planning and reporting process to USAID/Sudan and USAID/Washington.
- Participates as a USAID/South Sudan representative on designated government and multi-donor working groups.
- Provides technical and programmatic support of designated technical health activities in line with the MOH and USAID/South Sudan strategy.
- Performs activity monitoring and evaluation inclusive of contributing to the Health Team's Performance Monitoring Plan (PMP) matrix.
- Provides support in capacity building, planning, implementation, and monitoring and evaluation to key governmental, USAID Implementing Partners, and non-governmental partners.
- Monitors activities and collaborates with each partner organization on a regular basis to make sure program results are achieved. This involves regular site visits and meetings with representatives of each organization to review progress. Draws attention to organizational needs such as inadequate medical supplies, equipment, facility infrastructure and staffing.
- Provides updated technical information to partners as it becomes available.
- Collects data and prepares the technical assistance requests to be sent to the Mission senior management or designated agency leaders and develops scopes of work as needed for the requests.
- Prepares initial drafts of reports on the progress of program activities. Readers of these reports include agency and Mission management, other health team members, USAID African Bureau, USAID Global Health Bureau, USAID Office of Sudan Programs, and Information from these reports could ultimately be used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually.
- Designated formally as the Activity Manager for specific field support project(s).
- Monitors activities and collaborates with each partner organization on a regular basis to make sure program results are achieved. This involves regular site visits and meetings with representatives of each organization to review progress. Draws attention to organizational needs such as inadequate medical supplies, equipment, facility infrastructure and staffing.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a. Education:

Masters (MPH, MSHP) Degree or host country equivalent in public health, nursing, health policy, public administration, or social sciences is required. Medical degree or other post-graduate professional degree will be considered.

b. Prior Work Experience:

A minimum of three years of mid-level public health experience in developing, implementing and evaluating public health and primary health care programs that involve coordination with an international agency or implementing partner is required. A minimum of three years of field-based program management/implementation.

c. Language Proficiency:

Level IV (fluency - speaking/reading/writing English is required).

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Fluent Level IV	Fluent level IV	Fluent level IV

d. Job Knowledge:

The candidate is expected to be a strong program manager with broad-based public health knowledge. Areas of technical consideration include: family planning and reproductive health, maternal and child health, infectious diseases, HIV/AIDS, water and sanitation, health system strengthening and/or pharmaceutical management. A good knowledge of the range of health programs, policies, regulations and precedents applicable to development and administration of national/international public health prevention programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.

2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

TO APPLY:

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on US Embassy web site: http://sudan.usembassy.gov/job_opportunities.html

Additional Application Instructions

- DO NOT attach any additional or supporting documents such as certificates, licenses or awards.
- RESUMES will NOT be accepted.
- INCOMPLETE applications will NOT be considered.
- Completed applications must be received on or before the closing date listed on the Vacancy Announcement. Applications received after the closing date will not be considered

Submitting Your Application

Email completed application only once to: jubahr@usaid.gov. Subject Line must include Position Title and Vacancy Announcement number.

OR

Deliver one copy to: USAID/Juba applications Box is outside Consular Entrance.

If Selected for Consideration

Only persons selected for further consideration will be contacted and advised of the date and time for interview and testing. English proficiency (oral and written) testing is required. More than one appointment may be necessary. Only candidates attending the interview will be required to provide supporting documentation; for example, ID, licenses, educational certificates. ALL supporting documentation must be in English or translated.

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs