

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Preparation must be according to instructions given in FSN Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
USAID/WEST AFRICA	USAID	USAID Project Management Specialist
3b. Is this position SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, List the position numbers authorized and/or established.		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: If the reclassification involves the consolidation of all or part of two or more jobs into one, those positions must also be listed. Position No.: _____ Title: _____ Series: _____ Grade: _____ Position No.: _____ Title: _____ Series: _____ Grade: _____
<input checked="" type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain): _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	4005 USAID Project Management Specialist (Health – Togo)	11		
b. Other (EXO, USAID/W)				
c. Proposed by Initiating Office	4005 USAID Project Management Specialist (Health – Togo)	11		1/25/2016

6. POST FUNCTIONAL TITLE POSITION (if different from official title)	7. NAME OF INCUMBENT
8. OFFICE/SECTION	b. 2 nd Subdivision:
a. 1st Subdivision: REGIONAL HEALTH OFFICE	c. 3 rd Subdivision:

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position. RACHEL CINTRON, REG. HEALTH OFFICE DIR.
EMPLOYEE Signature <u>TYPE NAME, TITLE</u>	SUPERVISOR Signature <u>TYPE NAME, TITLE:</u>
Date (mm-dd-yy)	Date (mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. RACHEL CINTRON, REG. HEALTH OFFICE DIR.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. JANINE SCOTT, ACTING SUPERVISORY EXO
SECTION CHIEF or AGENCY HEAD Signature <u>TYPE NAME, TITLE:</u>	HUMAN RESOURCES Signature <u>TYPE NAME, TITLE:</u>
Date (mm-dd-yy)	Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The USAID Project Management Specialist serves as a high-level technical advisor to the US Embassy in Togo. Supervised by the Regional Health Office Director based in Accra, Ghana, the incumbent is responsible for working closely with the USAID West Africa Regional Mission (USAID/WA) and USAID Washington (USAID/W) based programmatic point persons to ensure coordination across all assets within the West Africa Regional Health portfolio with particular focus on activities in Togo. The USAID Project Management Specialist in Togo plays a critical role for USAID to meet the expectations and goals of larger global health initiatives such as Ending Preventable Child and Maternal Deaths (EPCMD) and an AIDS-Free Generation and the Global Fund for AIDS, TB, and Malaria (GFATM). The Togo Health Advisor will work closely with other USG partners and international donors to ensure effective interagency and cross-donor coordination.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

1. Program Management and technical support to health activities in Togo including EPCMD, Family planning/ Reproductive Health (FP/RH), Africa Global (AFG), Global Health Security Agenda (GHSA) (40% LOE)

The incumbent Serves as the Activity Manager for health activities in Togo. The USAID Project Management Specialist will perform all duties of an Agreement/Contracting Officer's Representative (AOR/COR) for HIV/AIDS Prevention, Care and Treatment (PACTE-VIH) project, and *Agir Pour la Planification Familiale* (Agir-PF) as delegated, and report back to the AOR/COR based in the USAID/WA Regional Office and/or in USAID/Washington. Responsibilities may include the review of work plans, quarterly reports, regular communication, and financial and program monitoring of other contract and agreement deliverables by implementing partners.

S/He will liaise with USAID/West Africa on regional health efforts as needed to ensure the best implementation and coordination of activities. This includes monitoring, documentation and tracking lessons learned in Togo health activities.

The incumbent will support monitoring of USAID/WA regional indicators and performance monitoring plan as related to health activities in Togo. Monitor progress according to this plan, including data quality and analysis (DQA).

The USAID Project Management Specialist represents USAID health activities in Togo to the US Embassy in Togo, USAID/West Africa and within the USG.

S/He will address communication requests and other tasks to US Embassy/Togo related to all health, Global Health Security, and Global Fund related work.

The incumbent will provide technical support to US Embassy/Togo on issues related to family planning/reproductive health, HIV/AIDS, Global Fund for HIV, TB, and Malaria (GFATM), and health emergency preparedness and response (GHSA)

S/He will work closely with US Embassy/Togo to engage in high-level advocacy with various ministries from host government to ensure effective USAID support to the implementation of health activities in Togo

The USAID Project Management Specialist will engage with Development Partners in Togo to ensure communication of USAID investments and enable a collaborative and well aligned approach to supporting the Government of Togo.

2. Coordination and Management of Global Fund and Country Coordination Mechanism (CCM) in Togo (35% LOE)

The USAID Project Management Specialist serves as the prime point of contact for managing all Global Fund related grants and activities in Togo. This includes facilitating the process of Principal Recipient (PR) planning, implementing, and maximizing the technical assistance (TA) budgets built into grants.

S/He works closely with in-country civil society to mobilize means to build their capacity to access increased Global Fund resources and help ensure appropriate use of funds.

The incumbent coordinates efforts with the Regional Global Fund Advisor (based in USAID/WA Regional) to analyze and address shortfalls causing implementation problems with Global Fund grant activities in Togo. This may require arranging for the needed technical assistance, or providing the assistance directly.

S/He will ensure USG efforts in Togo for the GFATM grant implementation are complementary to the efforts of other donors and those of other regional NGO and public sector regional organizations.

The USAID Project Management Specialist will participate in the Country Coordinating Mechanism (CCM) and any other activities relating to GFATM in the region and communicate regularly with U.S. Government point persons in-country and at headquarters including the HIV, TB and malaria focal points; including the U.S. Government Global Fund Focal Point; and with the Global Fund Portfolio Managers and other stakeholders.

The USAID Project Management Specialist will gather and analyze performance and results data on GFATM grant activities, and generate, or provide substantive inputs to reports and communication materials to illustrate the direct and indirect performance of the grant activities.

The incumbent will participate in site visits and grant monitoring activities to strengthen sound implementation, accurate reporting, and to identify technical assistance needs; provide input into and ensure that CCMs and Portfolio Reviews (PRs) reporting requirements on GFATM grant accomplishments and financing on the three diseases are met.

S/He will advise and assist implementing partners in strengthening tracking and reporting systems to provide information in an efficient and timely manner as necessary and review and analyze data and information on relevant technical areas as a basis for providing up-to-date information on inputs, effectiveness, outputs, and direct impact to programs.

3. USAID Health Liaison to US Embassy/Togo (25% LOE)

The USAID Project Management Specialist represents USAID on Ministry of Health Working Groups such as the FP/RH and HIV Technical Working Groups which set strategic direction for programming in Togo and keeps abreast of new developments and emerging issues that affect USAID's priorities related to health in Togo via literature review, attendance at technical meetings, workshops, and participation in relevant training events. Share relevant information and recommendations with USAID and other USG colleagues

The USAID Project Management Specialist facilitates donor coordination in Togo among health partners to increase collaboration and leverage resources and opportunities for greater programming results. This includes but

is not limited to, coordinating with the World Bank, United Nations Organizations (i.e. UNICEF, UNFPA), Regional Partners (i.e. West Africa Health Organization (WAHO), bilateral and other private donors.

S/He leads strategic planning, communication, monitoring and evaluation around health activities in Togo on behalf of the US Embassy/Togo and the USAID/WA Regional Health Office.

The incumbent represents US Embassy/Togo to high level USG diplomats and VIPs, Senior Government of Togo Officials, and other external partners in both oral and written capacities. Serve as official representation (including service as control officer for VIPs when/if needed) and participate in US Embassy Togo meetings and events.

The USAID Project Management Specialist represents USAID on health related U.S. Interagency groups and ensures good communication and collaboration among U.S agencies.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A Minimum of Bachelors degree in Public Health, or other related sectors is required. A clinical degree (RN, MD) with related experience is an advantage.

b. Prior Work Experience:

A minimum of 5 years of experience in progressively responsible positions in health and development, with at least three years' experience in FP, HIV/AIDS, TB or Malaria or infectious disease programming is required. Experience with the Global Fund for HIV/AIDS, TB, and Malaria (GFATM) is strongly preferred. Experience in strategic planning, activity design, program planning, budgeting, monitoring and evaluation strongly preferred. Experience working with international donors and/or NGOs is also preferred.

c. Post Entry Training:

Post entry training will focus on USG regulations that govern grants, contracts and field support activities; ii) USG activity management and procurement systems; iii) Global Fund-specific objectives, guidelines and procedures; and iv) USG technical guidance concerning HIV/AIDS, Malaria and TB strategies and activities. Other formal training, attendance at workshops, seminars and conferences (both internal and external) may be provided from time to time depending on the availability of funds and if determined to be in direct support of activities.

d. Language Proficiency: *(List both English and host country language(s) proficiency requirements by level and specialization)*

Fluency in French (level IV) and English (level IV); in both oral and written communication in professional, technical and policy communication with host country government representatives and partners across sectors

e. Job Knowledge:

(1) Strong background in infectious disease programming - (HIV, TB, Malaria, Neglected Tropical Diseases (NTD) and Emerging Pandemic Threats (EPT) including technical knowledge and policy and advocacy experience is required. Ability to communicate effectively on such topics with other donors, partners, local and international experts is also required

(2) Strong knowledge and background in FP/RH, demography and Maternal and Child Health (MCH) programming is strongly desired.

- (3) Excellent interpersonal skills, tact and diplomacy required to establish and maintain a wide range of senior-level and working-level contacts with a variety of donor agencies and other government, non-governmental and private sector partners including but not limited to Ministers of Health, Parliamentarians, USG and other country diplomats, NGOs, and civil society.
- (4) Outstanding organizational skills to be able to respond to many requests on a variety of health and development-related work, often with short deadlines.
- (5) Must be able to work effectively within a multi-cultural team setting that includes mainly Americans and Togolese, but also people from other cultures/languages.
- (6) Strong management, administrative and analytical skills demonstrated to manage implementation of effective programs, track the performance of implementing partners, and interpret and analyze data into concrete actions
- (7) Familiarity with the USG Health Development Agenda including President's Emergency Plan for AIDS Relief (PEPFAR), EPCMD, President's Malaria Initiative (PMI), GHSA and other programming and initiatives.

f. Skills and Abilities:

The incumbent must possess advanced level of technical understanding of the nature of the HIV/AIDS pandemic and EPMCD and measures put in place to responding to these Public Health issues. Advanced level of knowledge of internationally accepted guidelines, such as Global Health, GHSA Regulations and One Health is required. Standard level of ability to take up interchangeable roles, including prioritizing, and sometimes exercising independent judgment. Advanced level of ability to work with minimum or no supervision. Advanced level of professional and collaborative management skills - interaction with appropriate governmental and regional institutions officials are essential. Advanced level of detail-oriented and highly organized.

16. POSITION ELEMENTS

a. Supervision Received:

The Togo Health Advisor will be based in Lome, Togo and work under the supervision of the Regional Health Office (RHO) Director for USAID/WA or designee (based in Accra, Ghana) to support the USG's efforts to achieve maximum impact from health investments in Togo. The incumbent will receive annual performance evaluations written by the RHO Director or designee. A high degree of independent professional judgment is required, such as when consulting with bilateral missions, the U.S. Embassy, other donors, and in identifying opportunities for collaboration and coordination of interventions. The incumbent should be able to work with a great deal of autonomy and very little supervision and guidance.

b. Supervision Exercised:

The Togo Health Advisor will be a non-supervisory position.

c. Available Guidelines:

The incumbent must become familiar with USAID assistance management regulations and Global Fund grant procedures. S/he will need to apply these regulations and understand when guidance or approval should be requested from the Regional Acquisition and Assistance Office. While some of the knowledge, methods, and techniques from the health technical field are established and commonly accepted, other guidance may be vague, controversial, conflicting, or absent. Where there is no guidance available, the incumbent is required to interpret and make decisions based on sound judgment and strong decision making, as well as effective interpretation of any

guidance that is available. While the Regional Health Office Director may provide some input, the incumbent is expected to apply guidelines and act independently. Some situations will require interpretation and deviation from existing guides.

d. Exercise of Judgment:

A high degree of judgment will be required to provide guidance and assistance to a wide variety of high-level professionals and government officials throughout the country and across the West Africa region. Substantial reliance will be placed on the incumbent, a recognized expert and well-qualified professional, to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used; making independent judgments that can be defended as necessary.

e. Authority to Make Commitments:

The incumbent cannot make financial commitments on behalf of the U.S. Government. However, because of the incumbent's expertise and standing as a well-qualified professional in his/her field, weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so.

f. Nature, Level, and Purpose of Contacts:

This is a highly visible position and requires that the incumbent establish and maintain professional contacts among high-level regional institutions, donors, the private sector, and USG missions and agencies. The incumbent is expected to have the initiative, knowledge of the USG regulations and procedures, experience and maturity to exercise professional judgment for conducting negotiations with relevant counterparts to further the USG's interests.

g. Time Expected to Reach Full Performance Level:

The incumbent must be able to perform the full range of duties upon arrival at Post. It is reasonable to assume the incumbent might not have a working knowledge of USAID's activity management and administrative procedures (e.g., AOR/COR functions). But it is expected these proficiencies will be acquired within the first six (6) months on the job.

Please refer to 3 FAH-2 H-400 APPENDIX B, "INSTRUCTIONS FOR PREPARING INTERAGENCY FSN POSITION DESCRIPTION" and/or USAID's "Writing FSN Position Description Guidelines" for more information on completing the DS-298.