

BACKGROUND:

This position is located in the Health and HIV Office within the largest Development Objective Team in USAID/Uganda. The Health and HIV Team - with approximately 50 staff and an annual budget in excess of US\$250M -is divided into four sub-teams including HIV/AIDS, Family Health, Health Systems Strengthening (HSS) and Malaria/EPT. This position resides within the Health Systems Strengthening sub-Team, and supports cross-cutting activities with the other sub-teams.

Recognizing the global HIV/AIDS pandemic as one of the greatest health challenges of our time, President George W. Bush announced the President’s Emergency Plan for AIDS Relief (PEPFAR) in 2003. USAID/Uganda received approximately US\$140 M in FY 2014 to support a comprehensive HIV/AIDS prevention, care, and treatment programs; systems strengthening; and overall improvements in service delivery. Overall, PEPFAR funding constitutes about 60% of the total DO3 annual budget.

SPECIFIC DUTIES

The position - USAID Project Management Specialist (Civil Society/Communities) - is a key member of the USAID DO3 Investing in People Team. Civil society groups assisted directly or indirectly by DO3 are typically involved in service delivery as well as advocacy activities. The Specialist will be responsible for program activities that work to strengthen civil society’s role in supporting the national response to HIV/AIDS and broader health issues, as well as helping USAID and its implementing partners to better understand how to support and strengthen communities to become more self reliant and take a proactive role in finding solutions for health issues.

Specifically, the Specialist will serve as the lead on USAID’s efforts to work collaboratively with the donor community to improve donor alignment and harmonization to better support civil society’s response to national efforts within the health sector, and will ensure that the program is aligned with national priorities, strengthens existing systems and structures, and supports innovative approaches to improve long-term sustainability. As the USG PEPFAR program moves towards building partnerships for sustainability, USAID is expected to strengthen its role in building networks with GOU, donors and other stakeholders for increased resource mobilization and coordination to improve efficiency.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. PROGRAM MANAGEMENT

50%

Provide oversight of all activities related to working with civil society, particularly in HIV/AIDS, TB, Family Health and Malaria service delivery, in USAID/Uganda’s cooperative agreements/contracts. Key program management activities for the Civil Society/Community Specialist include:

1. Program Planning

-- Provide sound technical advice that will strengthen the Mission’s efforts in working with civil society organizations on HIV/AIDS service delivery and advocacy. Requires close coordination with the Maternal Child Health, TB and Malaria programs.

-- Develop, in collaboration with DO3 implementing partners (IPs), detailed plans, goals, and objectives for strengthening the role of civil society. Particularly, provide technical guidance on standardization of community service delivery using a systems strengthening approach

-- Provide planning expertise in delineating program focus and developing program orientation for working with civil

society organizations involved in service delivery and advocacy.

-- Exercise good judgment and discretion in resolving program-related issues and conflicts.

-- Collaborate with other USAID programs including among others the Education, Youth and Child Development Office housed within DO3.

2. Technical Oversight

-- Contribute to annual Mission Operational Plan's preparation and reporting, including among others the country development cooperation strategy (CDCS), and PEPFAR Country Operation Plan (COP).

-- Provide technical advice during USG discussions on strengthening the role of civil society and community systems strengthening.

-- Provide overall technical guidance and leadership to DO3 IPs, emphasizing evidence-based best practices.

-- Conduct and analyze program evaluations to redefine concepts and criteria for new and expanding programs.

3. Project Management

-- Serve as the project/activity manager for activities relating to strengthening civil society work, and other projects that will be assigned from among USAID projects.

-- Provide continuity to current programs and instruction and guidance for the start up of new activities.

-- Participate in Mission review of technical proposals from potential civil society grantees and community programs under USAID implementing partner work-plans, to ensure that they are technically sound, realistic, and meet the needs of the various programs working with communities.

-- Participate in USAID's project designs process to ensure that critical community systems strengthening initiatives are addressed.

-- Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners.

-- Prepare and amend USAID documentation, including Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

-- Support on-going USAID efforts to improve community programming including capacity building for CSOs, governance issues, and quality improvement for community programming among others.

4. Monitoring, Evaluation, and Reporting

-- Supervise the maintenance of project records and the preparation of periodic reports of activity status.

-- Evaluate the performance of IP organizations working with civil society groups on HIV/AIDS and health service delivery and advocacy activities. This could potentially include activities within the Education, Youth and Child Development Office.

-- Conduct periodic field visits to identify and assess the quality of services and the impact of program inputs, and to

ensure regular communication with IPs and counterparts at all levels.

-- Monitor activity progress, implementation quality, and adherence to budgets.

-- Monitor program resources allocated to activities to strengthen civil society to ensure that they are being used effectively.

-- Report implementation obstacles to relevant DO3 team members, and make appropriate recommendations to resolve them.

-- Participate in the Site Improvement Monitoring Systems (SIMS) visits and supporting to follow up IPs with community programs to ensure they are aligned to the standards.

-- Designing community evaluation questions to enrich the body of knowledge for improving communities' roles in service delivery.

B. COORDINATION WITH USG AND KEY STAKEHOLDERS

40%

-- Maintain close contact with relevant district and local government officials, particularly in focal areas regarding civil society activities that are being supported, while ensuring community systems for HIV and Health services are strengthened.

-- Actively participate in the coordination among USAID, other USG implementers, and key stakeholders, including civil society groups, involved in improving HIV/AIDS and health services in Uganda both in the public and private sectors.

-- Serve as member of USG coordination working groups.

-- Represent USAID on key GOU, donor and other working groups and fora.

-- Maintain regular contact with professional counterparts at the national level.

-- Represent the interests of USAID program objectives, using both diplomacy and technical clarity in discussions related to program concerns and issues.

-- Arrange for and utilize out-side technical assistance to further enhance implementation of program activities.

C. OTHER DUTIES

10%

The Specialist should expect adjustments in assigned duties and responsibilities as the USG HIV/AIDS program develops, and as guidance and requirements evolve under PEPFAR or subsequent initiatives in the Family Health, Malaria team programs. Other duties will also include:

-- Organize site visits and prepare orientation documents as required.

-- Prepare reports for the Mission website.

-- Attend appropriate USAID-sponsored training.

-- Perform other duties as assigned or required.

DESIRED QUALIFICATIONS

- a. Education: Completion of a Master's Degree, or the local equivalent in public health, international development, or the equivalent in a field related to health service delivery, particularly HIV/AIDS.
- b. Prior Work Experience: At least 6 years of progressively responsible professional experience working in Uganda in health, HIV/AIDS and/or the development field. Experience working in health or HIV/AIDS service delivery or advocacy and working with civil society groups is particularly desirable. Work experience should include at least 3 years of planning, developing, managing and evaluating programs and community activities with donor organizations, host-country organizations, and/or non-governmental organizations; and analyzing program data and presenting findings in written or oral form.
- c. Post Entry Training: Familiarization training in USAID-specific procedures, regulations, and methods. On-the-job training regarding USAID, PEPFAR and PMI policies, procedures and regulations, including the Automated Directives System (ADS), Mission Orders, and all planning and reporting databases. Formal COR/AOR certification courses (necessary because of the substantive back-stopping role) and other appropriate training will be provided as courses become available.
- d. Language Proficiency: Level IV (fluent) English language proficiency, speaking and writing is required.
- e. Knowledge: Knowledge of health and HIV/AIDS service delivery in the public and private sector in Uganda and in other sub-Saharan African countries, including the role that civil society has effectively played in service delivery and advocacy; and a sound understanding of the social, economic and cultural determinants and implications of the health burden and HIV epidemic in Uganda. Understanding of other donor involvement in supporting health and HIV/AIDS civil society efforts; understanding of community-based counseling, care and support activities as carried out in Uganda; and knowledge of USG and PEPFAR policies, regulations, procedures, and documentation.
- f. Skills and Abilities: Technical expertise in health and HIV/AIDS service delivery and advocacy in working with civil society groups; ability to develop and maintain effective working-level and management-level contacts within the health and HIV/AIDS service delivery activities of the government and NGOs; ability to work effectively in team and interagency environments, and to train, mentor, and coordinate well with others; ability to interpret directives and related guidance; excellent computer skills including Word, Excel, Database software, E-mail, and the internet; strong management skills, including financial management, administrative, and monitoring skills used to track the performance of implementing partners and activities; ability to present information, analyses, and recommendations in clear written and oral formats; and the ability to travel to regions and districts within Uganda.

16 POSITION ELEMENTS

- a. Supervision Received: Work under the general supervision of the DO3 Health systems Deputy sub-Team Leader. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignments, the goals and objectives to be achieved, and the results expected. The incumbent will seek advice and assistance as required. Work is reviewed in terms of result achieved.
- b. Supervision Exercised: Continuing supervision of other Mission staff is not expected.
- c. Available Guidelines: The Specialist follows USAID operating policies, Mission Orders, guidance provided by the Automotive Directive System (ADS) and oral instructions from the supervisor. Guidance is also available from the Office of the Global AIDS Coordinator, which directs the Emergency Plan and oversees the multi-Year Strategic Plan in Uganda; the Interagency Care Technical Working Group; and relevant GOU documents relating to AIDS treatment. Although this position resides in the Health Systems sub-team, the specialist is expected to play a cross-cutting role and work across DO3 portfolio including the Family Health, Malaria and the youth and OVC teams.
- d. Exercise of Judgment: The Specialist works closely with relevant Mission and other USG agency colleagues, and the technical staff of cooperating partners (donors and NGOs). Exercise significant judgment in resolving

technical and/or operational problems encountered during the process, as well as in determining the need for consultation with superiors when circumstances require.

e. Authority to Make Commitments: The incumbent exercises the authority given to activity managers and CTOs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. Within the scope of the authority delegated, the incumbent may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The incumbent may negotiate *ad referendum* for the immediate supervisor.

f. Nature, Level, and Purpose of Contacts: The Specialist interacts with tact and good judgment with senior and mid-level officials, both inside and outside the USG team. Interacts with colleagues and partners of the USG team for purposes of managing program implementation effectively, collecting needed information, and communicating about project activities.

g. Time Expected to Reach Full Range of Duties: 52 weeks