U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
Hanoi, Vietnam	USAID	VN-013

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE"YES" BLOCK.

☐ Yes ☒ No

4. REASON FOR SUBMISSION

☒ a. Redescription of duties: This position replaces

Position No. VN-013 A.I.D. Project Management Specialist (HIV/AIDS) (Title), FSN-4005 (Series) 10 (Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority USAID/RDMA	A.I.D. Program Management Specialist, FSN-4005	10		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE OF POSITION (If different from official title)	7. NAME OF EMPLOYEE
Program Management Specialist	Vacant
8. OFFICE/SECTION USAID/Vietnam Representative Office	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of Employee — Date (mm-dd-yyyy)	William Slater, OPH Director Typed Name and Signature of Supervisor — Date (mm-dd-yyyy)
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. Michael C. Trott, Supervisory Executive Officer Typed Name and Signature of Section Chief or Agency Head — Date (mm-dd-yyyy) 18/1/07	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. Typed Name and Signature of Admin or Human Resources Officer — Date (mm-dd-yyyy)

13. BASIC FUNCTION OF POSITION

See Attachment

14. MAJOR DUTIES AND RESPONSIBILITIES — % OF TIME

See Attachment

(continue on blank sheet)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

See Attachment

b. Prior Work Experience:

See Attachment

c. Post Entry Training:

See Attachment

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):

See Attachment

d. Job Knowledges:

See Attachment

e. Skills and Abilities:

See Attachment

16. POSITION ELEMENTS :

a. Supervision Received:

See Attachment

b. Supervision Excercised:

See Attachment

c. Available Guidelines.

See Attachment

d. Exercise of Judgement:

See Attachment

e. Authority to Make Commitments:

See Attachment

f. Nature, Level, and Purpose of Contacts:

See Attachment

g. Time Expected to Reach Full Performance Level:

See Attachment

Position: Program Management Specialist,
The Office of Public Health (OPH), USAID/Vietnam

FSN 4005 – POSNO: VN-013

INTRODUCTION

The mandate of USAID/Vietnam's Office of Public Health (OPH) is to design, develop and manage health programs that address the most important epidemiological needs and emerging new diseases in Vietnam. Programmatic areas include HIV/AIDS, Avian Influenza, TB, Malaria and environmental health and remediation activities. The primary focus of the Health Office is to provide technical and intellectual leadership, and fiduciary and management oversight with respect to the USAID's apportionment of the President's Emergency Plan for AIDS Relief (PEPFAR), avian influenza and environmental health and remediation activities.

The OPH Team efforts are necessarily integrated with those of other key USG agencies both in Vietnam and the US, the US Embassy/Vietnam, (Embassy), relevant Government of Vietnam's (GVN) agencies and organizations, other donor agencies and multi-laterals and implementation partners.

In 2008 the OPH manages approximately $45 million for HIV, $10.5 million for Avian Influenza and $3 million for environmental health and remediation activities. In FY 2008 the approved Vietnam/OPH staffing level is 14 technical and administrative staff of which there are two vacancies that are in the process of being filled. Eleven positions are located in Hanoi and three in Ho Chi Minh City.

OPH's thrust is to build local capacity for developing comprehensive public health models with an overarching goal to reduce the incidence and prevalence of disease, and improve the quality of life for impacted individuals and their families. . The USAID/Vietnam program works across Vietnam in cooperation with the GVN and other donors in supporting a comprehensive approach to combating HIV/AIDS, Avian Influenza, improving the quality of lives for people living with disabilities and implementing environmental remediation activities.

Additionally, USAID promotes an "enabling environment" by strengthening civil society organizations for developing and implementing supportive policies and regulations to prevent discrimination in employment, education and health care. Capacity development for local partners and scale-up of successful models are themes that cut across all activities.

OVERVIEW OF THE VIETNAM DEVELOPMENT ASSISTANCE PORTFOLIO

USAID/Vietnam manages a portfolio of development activities valued at $70 million in fiscal year 2008. Activities aim to robustly support Vietnam's stunning progress in reducing poverty, improving economic governance and strengthening its institutions, combating HIV/AIDS and other infectious diseases, and containing avian influenza. The program partners with the Government of Vietnam (GVN), Vietnamese private sector, the National Assembly and a host of implementing entities including other USG agencies, U.S. specialized technical assistance firms, and local and U.S. NGOs, International NGOs and PIOs.to:

- accelerate market-led growth and further reduce poverty;
- improve economic governance and institutionalize the rule of law;
- improve the institutional capacity of the judiciary for greater transparency in court proceedings and decisions;
- lower the incidence of HIV/AIDS and improve the capacity of the Ministry of Health to administer care and treatment to those who are HIV/AIDS positive;
- increase the capacity of GVN agencies to diagnose and prevent the spread of avian influenza;
- help establish early warning systems for communities prone to natural disasters, and respond rapidly to the needs of victims in the aftermath of such disasters;
- reduce poverty and empower ethnic minorities through education, entrepreneurial and vocational training, improved agricultural production techniques, advocacy for policies that are conducive to inclusive development and greater participation of disabled persons in the economy;
- improve the capacity of civil society to advocate for reforms and improved delivery of services; and
- strengthen institutions concerned with managing trans-national issues such as environmental remediation, natural resources management, infectious diseases, water quality and sanitation, and trafficking in persons (TIP).

The mandate of the Health and HIV/AIDS Program Management Specialist is to provide the OPH, USAID/Vietnam with increased management and technical capacity to assist in the management and planning of its public health programs.

13. BASIC FUNCTIONS OF POSITION

The Program Management Specialist serves as a member of the OPH Management Team assisting in the performance of the full range of advisory, planning/design, development, administrative, monitoring, evaluation and financial management functions critical to the achievement of the overall objective -- improve accessed to services for selected vulnerable groups -- and also for the smooth implementation of other USAID/W centrally managed projects in the health sector including infectious diseases (ID), AI and environmental health and remediation activities.

The Program Management Specialist will also serve as Activity Manager for one or more USAID/W managed projects being implemented by USAID/Vietnam. In order to be successful in carrying out the above mentioned functions, s/he will work closely with the OPH USDH Director, senior technical advisors and other health and HIV/AIDS staff, with the Mission Director, and with USAID implementing partners including PVOs, NGOs, and PIOs working in the health and environment sectors in Vietnam. The Program Management Specialist coordinates multi-sectoral and multi-donor activities being carried out by the OPH as well as to assist the more senior OPH and FSN Technical Advisors in carrying out their duties.

14. MAJOR DUTIES AND RESPONSIBILITIES (30% of time)

1. ACTIVITY DESIGN AND IMPLEMENTATION DOCUMENTS:

A. Prepares the groundwork (including the identification and review of background documents) leading to the planning, design and the preparation of new partnerships and initiatives and other activities under the program objective. Participates in the preparation of the design packages and activities--assists in the drafting of performance based statements of work for contracts with local or expatriate firms or individuals for pre-design technical analyses and defines and arranges for technical and/or financial assistance and logistical support from within USAID/Vietnam, the Regional Development Mission/Asia (RDMA), Bangkok, and USAID/Washington.

B. Coordinates the preparation and tracking of the clearance process for program and administrative documents such as MAARDs, POs and other related acquisition documents which earmark funds for the strategic objective and other HIV/AIDS proposed services.

C. Responsible for the quality control process within the USAID/PEPFAR OPH team, including the review of documents such as work plans, Memorandums of Understanding (MOUs), grant agreements, contracts, waivers, etc. for accuracy, clarity, conciseness, and conformance with USAID rules and regulations.

D. Responsible for reprogramming program funds including coordination and preparation of reprogramming requests, budget analyes and with accurate timelines and format.

2. PROCUREMENT: 30% of time

A. PROCUREMENT PLANNING:

The incumbent is responsible for determining, in consultation with the OPH Director, senior technical advisors in OPH, and the Development Program Specialist, the timing and type of procurement required to achieve the strategic objective. The incumbent develops procurement plans covering goods and services and includes a reasonable

timetable to guide completion of the award mechanisms/ instrument(s) in a timely manner.

B. CONTRACEPTIVE/COMMODITIES PROCUREMENT:

The incumbent reviews the Commodities Procurement Plans submitted by the implementing partners and following discussions with the OPH Director, technical advisors and takes the initiative for forecasting and placing new orders for condoms, antiretroviral drugs and other commodities critical to achieving the planned program targets, and maintaining the integrity of the commodity supply chain.

Conducts activity site visits and assesses the effectiveness of the commodities logistics management system. Drafts reports and makes recommendations for improvement of the supply chain management as appropriate and ensures that best practices are shared within the region.

C. PERSONAL SERVICES PROCUREMENT:

The incumbent is responsible for drafting position descriptions and statements of work (SOW) and other USAID documents for updating, recruiting and reclassifying existing personal services contractors' (PSCs) positions.

D. TECHNICAL EVALUATION FOR COMPETITIVE PROCUREMENT:

Maintains lists of appropriate reviewers and identifies appropriate members. Participates in the meetings and ensures that evaluation is conducted in accordance with established evaluation criteria. s/he utilizes all available sources to verify past performance/references of contractors putting together information that could be used to inform decision making. Documents and provides the result of evaluations to the contracting and personnel officers.

E. COGNIZANT TECHNICAL OFFICER AND/OR ACTIVITY MANAGER DUTIES:

The Program Management Specialist will serve as CTO or activity manager for one or more public health program activities. In addition, the incumbent will be responsible for monitoring the various contracts/grants for the PHO portfolio. Performs inspections/site visits to gather information about contractor delivery and provides recommendations to CTOs/activity managers on changes to improve performance, etc. Reviews and signs vouchers, or recommends approval of same to PHJO senior management staff. S/he assures timely receipt of all deliverables - reports, attainment of milestones, etc. and is responsible for bringing any problems on performance to the attention of the Director, OPH, Mission Director and assists in ensuring that remedial action is taken. S/he maintains records of performance and CTO actions. The incumbent also participates in

contract/grant close-out actions ensuring that all performance has been completed satisfactorily and that all property has been accounted for.

3. BUDGET AND FINANCIAL MANAGEMENT TASKS: 20% of time

A. The Program Management Specialist takes the lead in reviewing/clarifying the budget/financial portion of the Annual Report. S/he coordinates with the USAID/Vietnam Program Development Specialist to ensure that requests for budget allowances are submitted to USAID/W on a timely basis. s/he is responsible for refining the budget request per guidelines and instructions from RDM/OFM and USAID/W.

B. S/he reviews and monitors program budgets, identifying bottlenecks and making recommendations to resolve issues. Reviews quarterly financial status reports of all contracts and grants. Closely monitors financial records including earmarks, commitments, deobligations and reobligations etc.

C. S/he collects and reports on project accrual data. Information required for accurate accrual data reporting on the program grantees/implementing partners should be coordinated with the implementing partners on a quarterly basis.

4. SPECIAL PROGRAM AND OTHER DUTIES: 20% of time

In accordance with agency guidance and specific instructions, s/he prepares factual and analytical background reports as requested or as required. Also s/he participates in the preparation of special reports, activity data sheets and other special briefing papers, and coordinates the preparation of program agenda, site visits and logistic arrangements for high-ranking officers. The incumbent represents FSN staff in the PEPFAR Management Team Meeting and performs any other duties as may be assigned by the Director, OPH, and the Senior Technical Advisor.

15. DESIRED QUALIFICATIONS:

a. Education: Possession of a University/College Degree (i.e. Bachelors Degree) in the field of Business, Administration, Project Management, International Development, Public Health Management or a related field is required. Possession of an advanced Degree (Masters, PHD, or MD) is preferred.

b. Prior Work Experience: The incumbent is required to have worked a minimum of five years (5) in progressively more responsible positions in the field of program management, international development or public health with at least three (3) or more years of this experience with a U.S. Government Agency or other international/local organization or donor. Prior experience and technical or policy-related knowledge in some combination of project management, international development, and public health is required.

c. Post Entry Training: The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: 1) USAID-specific Cognizant Technical Officer responsibilities/duties; 2) USAID-specific activity management and procurement systems; 3) USAID-sponsored training in Project Design and Activity Management; and 4) familiarity with the U.S. foreign assistance reforms and strategic program framework and indicators of performance. In addition, the incumbent will be required to work within the existing office structure. Organized/formal training (both internal & external) may be provided from time to time depending on the availability of Program funds and determined to be in direct support of program activities.

IV

d. Language Proficiency: Level IV, strong written and oral proficiency in English is required. Level ~~V~~ (Native Speaker) in Vietnamese is also required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government health officials at the Senior Minister level and lower; 3) numerous international and local health organizations, donors and other embassies; 4) the USAID-Washington based Global Health Bureau, the ANE Technical Bureau; and 5) the general public. The incumbent is required to be able to prepare briefing documents (as/when required) including participation in the drafting of annual Technical, Programmatic and Fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

e. Knowledge: A comprehensive knowledge of the concepts, principles, techniques and practices of project management and international development and experience with program/project monitoring and evaluation are required. Knowledge and understanding of Vietnam's public health system, government and non-government entities is critical to the successful performance of the duties assigned to this position and therefore, required. Practical knowledge of international development issues, project management, public health and the international/national/local development issues in Vietnam is required.

f. Skills and Abilities: The incumbent is required to be able to: 1) obtain, analyze, and evaluate a variety of data; 2) organize and present technical information in concise written and oral form; 3) plan, develop, manage and evaluate important and complex programs independently; 4) furnish information and advice in assigned areas objectively; 5) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; 6) type accurately; 7) edit documents, 8) focus on details; and 9) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.).

The incumbent must also have the ability to maintain contacts at all levels of the host government(s) (i.e., from the community level to the Ministerial) and with stakeholders

in the non-governmental arena in order to explain USAID primary health care project/program policies, objectives and procedures. In the same vein, the incumbent must be able to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials and Mission Management. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to humanitarian and development assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of USAID/Vietnam's overall program portfolio.

The incumbent must also have excellent interpersonal skills in order to: 1) facilitate productive professional relationships with other members of the USAID team, with USAID/Vietnam's implementing partners, and with national counterparts; 2) work calmly, tactfully and effectively under pressure: 3) demonstrate extreme flexibility; 4) effectively manage more than one activity at a time in the performance of primary health care project(s) management; and 4) work effectively as a team member in an established culturally diverse team environment. The incumbent must be willing and able to travel extensively throughout Vietnam and the Mekong Region as/when necessary or requested in direct support of USAID/Vietnam and regional program Strategic Objectives and Goals.

g. Physical Condition: The incumbent must be in good physical condition, willing and able to travel within Vietnam and regionally by car, boat and plane for extended periods of time, as requested or necessary.

16. POSITION ELEMENTS:

a. Supervision Received: The Program Management Specialist will work under the general supervision of the Director of OPH. Also, the USAID/Vietnam senior technical advisors and the Mission Director will provide technical guidance as/when necessary. In collaboration with the incumbent the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; and 4) prepare the annual Evaluation Report as/when required; and 5) obtain input from the appropriate USAID/Vietnam team members.

As the incumbent is expected to work with a certain degree of independence, he/she must be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be able and willing to work additional hours beyond the established 40-hour workweek and outside the established Monday-Friday workweek as may be required or necessary. The incumbent must be proactive and have self-directives.

b. Available Guidelines: The incumbent is required to understand Mission and Agency-specific policies and procedures which govern Project Activity Management in addition to the USAID/Vietnam established administrative operating procedures, policies and formats. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall public health activities, including but not limited to the Automated Directives System (ADS), Mission Orders Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.

c. Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USAID/Vietnam office and Regional Mission office personnel as well as representatives from other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

In addition, considerable judgment is required in working effectively with officials of the Ministries and the private sector, in overseeing contractor activities and coordinating multi-sectoral efforts in support of USAID/Vietnam development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

d. Authority to Make Commitments: The incumbent will have no independent authority to commit U.S. Government (USG) (USAID/Vietnam) funds on behalf of the U.S. Government or the USAID Regional Mission.

e. Nature, Level and Purpose of Contacts: The incumbent will be required to maintain solid working relationships with USAID/Vietnam employees to function effectively. The incumbent will be required to work closely with: 1) USAID/Vietnam staff, U.S. Embassy in Hanoi and U.S. Consular staff in Ho Chi Minh City, national governmental officials (at the Senior Level and below – i.e. the Minister of Education and Secretaries of State) and non-governmental officials (such as Directors of NGOs and community organizations), private sector representatives, and other foreign donor institutions (i.e., WHO, DFID, JICA, etc). The established method of communication/contact will be in person, by phone or written communications. The purpose of contact will be to: 1)maintain open lines communication in support of non-HIV health issues; 2) maintain regular communications regarding the timely management of activity functions and procedures; 3) collect, obtain, and verify factual information pertaining to program/project planning and implementation; 4) monitor and evaluate existing activities in health policy, child survival, anti-trafficking and disaster mitigation on a regular basis.

The purpose of these contacts will range from simple information gathering to assisting in the development of complex programs and documents with various partners. Consultations between the incumbent and partners can be held for explaining and assisting with strategizing project proposals and objectives, securing cooperation, resolving problems, obtaining or furnishing information, and persuading USAID staff and counterparts to take actions and accept recommendations.

f. Supervision Exercised: This position is designated as non-supervisory.

g. Time Required to Perform Full Range of Duties: The incumbent will be expected to perform this range of activities within 24 months.