



USAID | **ZAMBIA**
FROM THE AMERICAN PEOPLE

Vacancy Announcement 07- 03

Position: Public Health Advisor

Date: April 23, 2007

From: Jeff Sharp, Executive Officer, USAID/Zambia

Subject: JOB ANNOUNCEMENT NO 07 – 03
Public Health Advisor

Open To: Appointment Eligible Family Members (AEFMs), Eligible Family Members (EFMs) U.S. Veterans and all Americans who are residing in country and have the required work and/or residency permits.

USAID/Zambia has an immediate opening for a US citizen to serve as a Public Health Advisor in the Population, Health, and Nutrition (PHN) Office. The Office manages one of the Mission's six strategic objectives (SO): *Improved Health Status of Zambians*. Key activities concentrate on HIV/AIDS (which is the largest intervention the PHN Office implements), malaria prevention and treatment, reproductive health, family planning, maternal and child health, and tuberculosis. Cross-cutting activities include health systems strengthening, training of nurse tutors, funding for essential district health services through a non-project assistance grant to the Ministry of Finance and National Planning, and mobilizing communities and individuals to change their behaviors to improve their health. The PHN Office implements two large US Presidential initiatives: the President's Emergency Plan for AIDS Relief (PEPFAR) and the President's Malaria Initiative (PMI).

Major duties and responsibilities:

1. Under the supervision of the PHN Deputy Director, the Public Health Advisor will serve as a key member of the PHN Office. The incumbent will work with other PHN and USAID staff, and USAID and U.S. Government (USG) partners during the Country Operational Plan (COP), Operational Plan (OP), and Malaria Operational Plan (MOP) processes to:
 - a) Coordinate PHN's contribution to the Zambia annual PEPFAR Country Operational Plan, Semi-Annual and Annual Report in consultation with the Senior HIV/AIDS Technical Advisor:
 - o Guide USAID partners on the COP process and its reporting requirements, including developing detailed lists of tasks with deadlines and individual assignments;
 - o Work with Cognizant Technical Officers (CTOs) and partners to critically review and edit partner narratives and ensure targets, cost effectiveness, and technical soundness against the review criteria established by the Office of the Global AIDS Coordinator (OGAC);

- Work closely with the USAID Multi-Sectoral HIV/AIDS Team to update any PHN partner submissions or new partner/sub-partner information including entering narratives and data into the COP system, and making any other COP modifications;
 - Assist in reprogramming funds and Plus-Up distributions;
 - Participate in weekly PEPFAR meetings, monthly HIV/AIDS Chief of Party meetings, and USG HIV/AIDS USG-wide meetings; and,
 - Work with PEPFAR Strategic Information and other sub-committees to establish targets and ensure proper reporting and program implementation.
- b) Coordinate PHN's annual Operational Plan (OP) and reporting requirements in conjunction with PHN management:
- Provide guidance to the PHN Team and USAID partners in-country on the OP guidelines and procedures including developing detailed lists of tasks with deadlines and individual assignments;
 - Work with the Program Office, the USAID/Washington Zambia Desk Officer/Africa Bureau, and/or the Global Health Bureau in the planning and coordination of the OP process and requirements;
 - Work with CTOs and partners to critically review and edit partner narratives and ensure targets, cost effectiveness, and technical soundness against the review criteria established by the Director of Foreign Assistance; and,
 - Enter partners OP entries into the Foreign Assistance Coordination Tracking System (FACTS) databases.
- c) Coordinate PHN's annual Malaria Operational Plan (MOP) and reporting requirements in conjunction with the PMI team:
- Provide guidance to the PHN Team and USAID partners in-country on the MOP guidelines and procedures including developing detailed lists of tasks with deadlines and individual assignments;
 - Work with the Program Office, USAID/Washington PMI team/Africa Bureau, and/or the Global Health Bureau in the planning and coordination of the MOP process and requirements;
 - Work with CTOs and partners to critically review and edit partner narratives and ensure targets, cost effectiveness, and technical soundness against the review criteria established by the Coordinator for the President's Malaria Initiative; and,
 - Enter partners MOP entries into the MOP database; and,
 - Prepare PHN's malaria obligations and review partners' submissions into the Malaria Obligations Reporting Application (MORA) annually.
2. Manage the New Partner Initiative (NPI) for the PHN Office:
- Support two or three local NGOs/PVOs in building their capacity to design and implement technically sound cost-effective HIV/AIDS programs consistent with the PEPFAR mandate
 - Liaise with the Global Health Bureau, the Office of the Global AIDS Coordinator, and other USG agencies involved in the NPI
3. Serve as Cognizant Technical Officer (CTO) for existing or new cooperative agreements/contracts under PEPFAR or PMI.
4. Serve as the PHN communications officer to develop and update communications materials including the Mission Health and PEPFAR fact sheets; draft speeches, press releases, and briefing papers on the PHN portfolio for the Ambassador, Mission Director

Mission senior staff or others; update the PHN section of the Mission webpage; and provide input to the Mission Strategic Plan.

5. Serve as control officer to schedule and organize program monitoring, VIP, and other visits including identifying potential sites and performing pre-visit preparation at sites.
6. Other duties as required and appropriate may be assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resource Office. Please call 254303, extensions 127 or 162

DESIRED QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Advanced professional degree in public health, international development, or appropriate social science degree required (e.g., MPH, MPA, M.A, MSc., etc).
- Three to five (3 - 5) years' experience working in public health or international development programs in developing countries including Peace Corps or international organizations. Experience in Africa is highly desirable.
- Experience working with the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and familiarity with Foreign Assistance reforms and the President's Malaria Initiative (PMI) desirable.
- Working knowledge of USAID operations, rules, regulations, procedures, and priorities required; previous experience working for the US government or US-funded projects is highly desirable.
- Demonstrated ability to communicate (in writing and orally) to various audiences and collaborate effectively with multiple partners, including host country government counterparts, NGO representatives, other collaborating partners/bilateral donors, the U.S. Embassy and other U.S. Government partners, and implementing partners.
- Demonstrated strong writing skills.
- Proven ability to work effectively as part of multisectoral and multidisciplinary teams.
- Demonstrated ability and willingness to carry out administrative, performance reporting, and financial procedures with multiple inputs from a wide range of government, faith-based, and non-governmental partners.
- Excellent time management skills with exceptional attention to detail and ability to prioritize multiple tasks.
- English is the language spoken in Zambia; there are no other language requirements.

SELECTION CRITERIA

When equally qualified, appointment Eligible Family Members (AEFMs), Eligible Family Members (EFN) and U.S. Veterans will be given preference. Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application, an interview process, reference checks, and a writing sample (of no more than three (3) pages).

1. Education and Other Academic Training (10 pts)

A graduate degree in public health, international development, social science or equivalent degree and demonstrated broad technical knowledge and experience in the planning and coordinating of programs in developing countries is required.

2. Professional Experience (20 pts)

Three to five (3 - 5) years experience with an international development agency or similar prior work experience in health programs preferred.

Demonstrated knowledge of major health issues and areas.

Strong working knowledge of USAID or other US Government Agency programming, processes, documentation, and business practices.

3. Program Coordination Skills (35 pts)

Demonstrated effective ability to work with partner organizations regarding required and requested program monitoring and reporting; collecting, managing, and organizing data and information.

Experience in coordinating and managing the development of semi- and annual progress reports, and/or strategic plans.

Demonstrated experience formulating budgets, conducting budget analyses, and developing estimates of annual funding needs related to international development programs.

4. Interpersonal, Team Management, and Communication Skills (35 pts)

Demonstrated experience in working well with teams and people is required.

Outstanding communication (verbal, written, and presentation) and interpersonal skills, flexibility, and conflict / problem solving skills required.

Demonstrated success in managing interagency operations/programs.

Excellent computer skills (MS Word, Excel, Power Point, and Outlook) are required to effectively monitor and coordinate all reporting requirements.

TERMS OF APPOINTMENT

Subject to the availability of funds, this will be a two-year contract, with an option to extend, depending upon continuing need of the services.

The position has been classified at a US Government GS-11 level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

LOGISTICAL ARRANGEMENTS

USAID/Zambia shall provide office space, and telephone/fax/e-mail (for communication with USAID officials and others in support of program objectives) as well as travel, lodging, and transportation for official purposes only.

SECURITY AND MEDICAL CLEARANCES

The position is open to U.S. Citizens. The selected applicant must be able to obtain a Employment Authorization and appropriate Medical Clearance. The selected applicant must obtain these clearances prior to employment.

Benefits:

Benefits will be salary only

APPLYING:

Qualified candidates should send a formal letter of application, a current CV, photocopies of professional certificates and degrees, contact information for three professional references, and a three (3)-page writing sample with the following formatting requirements: 1-inch margins, doubled-space, and Times New Roman 12. Please reference the above announced number.

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Closing date and time: May 11, 2007 at 12:00 NOON