

Deadline Extension: Foreign Service Limited Position

Opportunity: Health Development Officer (Senior Knowledge Management Advisor) – FL-0685-02

Agency: U.S. Agency for International Development (USAID)

Organization: Bureau for Global Health, Office of Maternal and Child Health and Nutrition, Division of Research and Policy (GH/MCHN/RP)

Location of Position: Washington, DC

Open Period: November 10, 2023 – November 24, 2023 (Deadline Extended)

Appointment Type: This is an excepted service, time-limited appointment not-to-exceed four years.

Salary: (USD) \$126,164 – \$183,500 (annually, with Washington, DC locality)

Description of the Bureau: GH serves as USAID’s primary source of technical expertise, leadership, and donor coordination for the health sector, including HIV/AIDS; infectious diseases; maternal and child health and nutrition; family planning and reproductive health; and health systems strengthening and reform. GH is responsible for advancing field-relevant, state-of-the-art research and the transfer of new technologies and approaches to field programs. Through its staff, programs, and country teams, GH provides critical support to USAID Missions and field programs in more than 70 countries.

Description of the Office: MCHN serves as the Agency’s technical and policy locus for maternal and newborn health, child survival, immunization, nutrition, and environmental health. Cross-cutting activities managed by the Office in support of this goal address private sector partnerships, social and behavior change communication, multilateral partnerships, and gender. GH/MCHN provides leadership in designing, implementing, monitoring, and evaluating maternal and child health and nutrition programs. This entails ensuring the technical integrity of USAID’s headquarters and overseas Mission programs and supporting USAID field Missions to accelerate progress towards the Agency’s goal of ending preventable child and maternal deaths.

Description of Position: The incumbent serves as the MCHN Senior Knowledge Management Advisor, managing the Office's portfolio based in RP. RP is responsible for technical leadership, guidance, and coordination to advance a systematic approach to the use of policy, monitoring, research and evaluation, knowledge management, and evidence translation to accelerate the uptake, sustained and effective use, and scale-up of MCHN programs.

Major Duties and Responsibilities:

- Facilitate the design, adaptation, and implementation of knowledge management (KM) strategies for the MCHN office and field Missions. Establish guidelines, practices, and standards; and design and facilitate activities to share knowledge and strengthen internal collaborating, learning, and adapting (CLA) practices;
- Serve as a technical advisor for GH projects and activities that provide MCHN KM and adaptive management and learning-related services. Develop and/or oversee preparation of KM and related monitoring, evaluation, and research-related scopes of work and budgets;
- Perform a broad range of management functions for programs/projects that involve monitoring and evaluation, applied research to test improved approaches, KM, and dissemination of findings or methodologies to USAID-assisted countries and the development community. May serve as Contract Officer's Representative/Agreement Officer's Representative (COR/AOR) of these projects and/or contribute to new project design;
- Serve as an agency subject matter expert on emerging KM challenges relevant to MCHN. Assess current health literature, analyze data, synthesize and disseminate key results of promising innovations and programmatic lessons learned; and
- Build capacity of GH, Mission, and other relevant stakeholders to undertake and use appropriate KM, CLA learning, evaluation and research, and package and use findings to facilitate uptake.

Qualifications:

- Technical expertise in KM, adaptive management strategies and approaches, research, and development programs;
- Experience with the design, award, and management of USAID grants, contracts, and/or cooperative agreements;
- Master's degree and five plus years' relevant experience, or equivalent combination of education and experience;
- Oral and written communication skills to convey complex information to multi-cultural, non-technical and technical audiences with diverse views;
- Demonstrated experience in designing, facilitating, and evaluating tailored learning activities, stakeholder engagement, KM programs, and/or communities of practice;
- Must be a U.S. citizen; and
- Must be eligible to obtain and maintain a Secret-level security clearance.

Interested candidates should submit the following:

- A resume/CV;
- A short written statement of interest;
- A brief writing sample (one to three pages); and
- Three professional references.

Please submit your application package to gh.pdms.staffing@usaid.gov. Please use the subject line: "**FSL APPLICATION PACKAGE: GH-MCHN-RP-Health Development Officer, FL-02-YOUR FULL NAME.**" Application submissions are required by **11:59 p.m. EDT, November 24, 2023**. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration.

Any questions concerning this notice may be directed to:

-- GH PDMS Staffing Team, GH/PDMS, gh.pdms.staffing@usaid.gov