

# MISSION NOTICE

## US AID Mission to Zimbabwe

**Mission Notice No: 15-06**

**Date: March 23, 2015**

**Open to:-**

All U.S. Mission Locally Employed Staff (LES) – All Agencies

*Current employees serving a probationary period are not eligible to apply*

All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of this paperwork will need to be provided)

**Official Title:** Project Management Specialist – HIV/AIDS Treatment  
**Office:** Health, Population and Nutrition

**Position Grade:** FSN-12  
**Salary Range:** US\$56,885 - US\$82,485 basic salary grade range)

(Candidates may be selected at a lower grade (at the trainee level) and be promoted when eligible and have met the full job requirements of the position)

The US Mission in Zimbabwe provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Opening Date:** March 23, 2015

**Closing Date:** April 20, 2015 (1700 hours local time)

**Work Hours:** Full time; 40 hours per week

**BASIC DESCRIPTION OF THE POSITION:**

The Project Management Specialist's responsibilities include: keeping current with the latest technical approaches globally for HIV/AIDS treatment; monitoring and managing USAID-supported HIV/AIDS treatment activities in Zimbabwe; coordinating and collaborating with other USAID/Zimbabwe and the inter-Agency President's Emergency Plan for AIDS Relief (PEPFAR) staff to ensure that project implementation addresses program strategic goals and internationally recognized public health standards and best practices; and, maintaining constant and clear communication with implementing partners (including host government ministries, non-governmental and international organizations) for all issues related to the agency's HIV/AIDS treatment program activities. The incumbent provides technical support,

advice and guidance to implementing partners for HIV/AIDS treatment services. He/she assures that projects are conducted in accordance with the implementing agreement and that United States Government (USG) funds are appropriately utilized. Duties include day-to-day program and administrative management and coordination and collaboration with colleagues of other agencies and public health entities that administer USG-funded programs related to HIV/AIDS treatment in country. Both the advisory and managerial roles require public health technical leadership, results-oriented analytical skills, advocacy, and constant and clear communication with implementing partners, non-governmental organizations (NGOs), and host country ministries responsible for public health programs. Job holder represents USAID/Zimbabwe on HIV/AIDS treatment issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Program Management (80%)**

The incumbent:

- Has primary has primary responsibility for developing, implementing, coordinating and monitoring results of activities conducted in the areas of HIV/AIDS treatment services.
- Takes an active role in developing specific USAID program goals and objectives for HIV/AIDS treatment initiatives. This includes collaboration on HIV/AIDS initiatives proposed in the country operational plans, annual work plans, and regular progress reports related to the delivery of HIV/AIDS treatment services. Incumbent prepares directive, memoranda, policy statements, and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of the HIV/AIDS treatment and PEPFAR program in Zimbabwe. The annual USAID budget for HIV/AIDS treatment programs in Zimbabwe in FY14 is approximately \$30M.
- Works with senior- and mid-level stakeholders and partners (including Health Ministry officials) to facilitate the USAID assistance for HIV/AIDS treatment services. He/she also recommends to the USG and Ministry of Health and Child Care (MOHCC) counterparts approaches to enhance and improve HIV/AIDS treatment services and activities in Zimbabwe. In collaboration with various stakeholders, he/she is responsible for identifying HIV/AIDS treatment priorities for the USG team, and helping to ensure that the USG strategy for HIV/AIDS treatment service delivery is in line with national policies and priorities.
- Provides technical direction for proposals that result in a grant, contract, and/or cooperative agreement for interventions that deliver HIV/AIDS treatment services. This ensures consistency with USG, PEPFAR and host country policies and regulations. Incumbent works with USAID procurement, grants and/or contracts office, as well as partner representatives, to ensure that most current HIV/AIDS treatment program guidelines, policies and procedures that reflect international and national standards of HIV/AIDS treatment and care are included in the signed grant, contract, or cooperative

agreement. He/she provides technical guidance and direction to grantees, program collaborators and contractors on management and implementation of cooperative agreement activities to ensure consistency with the goals of USAID health sector assistance as well as PEPFAR policies, guidance and host country national HIV/AIDS treatment-related programs.

- Will have a leadership role and management responsibility for monitoring and evaluation of HIV/AIDS treatment activities. Job holder monitors implementation activities and collaborates with each partner organization on a regular basis to ensure program results are achieved and all HIV/AIDS treatment programmatic activities and study protocols meet human subject requirements and pass through ethical review with the host government, other international donors, and regular site visits and meetings with representatives of each organization to review progress. Based on these activities, the job holder makes recommendations to the supervisor and USAID leadership changes or shifts in program operations.
- Provides HIV/AIDS treatment programmatic guidance to staff at all levels, and assists ministry officials to develop evaluation tools for HIV/AIDS treatment activities. Working in collaboration with mid-level and senior ministry staff and implementing partners, the incumbent monitors all programs under his/her purview to assure that specific objectives are achieved and/or appropriate remedial activities are instituted when required. In conjunction with the members of the USAID and PEPFAR Strategic Information team, the incumbent develops HIV/AIDS treatment program evaluation strategies, methodologies and helps to select indicators for monitoring HIV/AIDS treatment in accordance with standard guidelines and protocols. He/she ensures that appropriate data management systems to monitor health objectives and indicators for HIV/AIDS treatment programs are in place. The incumbent provides advice and recommendations to USAID's HPN Office Director in interpreting data related to HIV/AIDS treatment objectives and indicators. He/she also conducts periodic site visits to monitor and assess the quality of HIV/AIDS treatment services carried out by implementing partners supported by USAID.
- Provides technical assistance to the national HIV/AIDS treatment programs and generally monitors HIV/AIDS treatment quality assurance activities. In doing so, he/she assesses progress related to impact and sustainability of HIV/AIDS treatment interventions within the national context. He/she provides technical guidance on HIV/AIDS treatment and care linkage/integration issues, particularly in clinical settings. He/she collaborates in the development of standard national HIV/AIDS treatment training protocols and national HIV/AIDS treatment guidelines in accordance with appropriate international standards (and applicable PEPFAR guidelines) and adapted to local realities. He/she serves as a technical resource for HIV/AIDS treatment and, as

appropriate, participates in HIV/AIDS treatment workshops and seminars organized by the Ministry of Health and Child Care (MOHCC) or other HIV/AIDS treatment stakeholders.

- Helps to build the HIV/AIDS treatment capacity of counterpart organizations and works with implementing partners in the design and implementation of strong supervision systems for HIV/AIDS treatment sites that help strengthen HIV/AIDS treatment quality assurance. He/she conducts periodic site visits to: (1) assess HIV/AIDS treatment program efficiency, effectiveness, and compliance; (2) review and encourage capacity building of sustainable HIV/AIDS treatment services; (3) monitor HIV/AIDS treatment implementation progress of partners; (4) identify any unaddressed HIV/AIDS treatment needs; and, (5) conduct PEPFAR Site Improvement through Monitoring System (SIMS) assessments (applying applicable SIMS tools).
- Analyzes data related to HIV/AIDS treatment services summarizes and reports the findings of operational research to be used for reports of record, proposals, publications, and for presentations at national and HIV/AIDS international meetings. Provides advice and recommendations to supervisor in interpreting data on health objectives and indicators related to HIV/AIDS treatment.
- Designated formally as the COR/AOR or Activity Manager for at least two projects. In this capacity plays a major technical role in development of the request for proposals/applications, review of applications, supplemental awards, and requests for extensions. Liaises with the USAID grants, contracts, and cooperative agreement technical specialists at post and/or in the U.S. on technical reviews and finding awards estimated between \$100M-\$200M over five years. Once implementing agreements are in place, oversees performance of partners, carries out technical and financial reviews, monitors progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

#### **Administrative Management (20%)**

The incumbent:

- Has responsibility for providing oversight and monitoring the budgets allocated to HIV/AIDS treatment implementing partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness. Monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews/budget status reports, following up on irregular findings providing advice for realignment of budgets and accruals.
- Provides technical advice to program collaborators and contractors on management and implementation of contracts and cooperative agreements involving HIV/AIDS treatment to ensure consistency with USAID and PEPFAR policies and guidance. He/she participates with partners in the development of work plans for the implementation of HIV/AIDS treatment activities (following contract and/or cooperative agreement

awards). The incumbent maintains up-to date statistics and project data for projects assigned to him/her and prepares performance reporting for those projects for use within the USG. He/she reviews implementing partners' quarterly plan and assists in preparation of monthly and quarterly activity plans for effective program implementation.

- Maintains files and records in the HIV/AIDS treatment data collection and reporting processes specific to the activities and programs for which he/she is responsible. He/she is responsible for providing oversight and monitoring the budgets allocated to HIV/AIDS treatment within assigned USAID awards (as a Contract Officer's Representative or Agreement Officer's Representative). This includes reviewing budget requests for appropriateness, monitoring use of funds or adherence to proposed activities, quarterly pipelines reviews and budget status reports, following up on irregular findings, and providing advice for realignments and/or redirection of budgets.
- May also represents USAID at national/regional technical working groups (TWGs) and other HIV/AIDS treatment program specific taskforces.
- Exercises full supervisory responsibility for at least one program staff. Provides work allocation and on-the-job training to at least one HIV/AIDS staff. Monitors and reviews the results achieved by at least one HIV/AIDS treatment-specific implementing partners.

**QUALIFICATIONS:**

- A. Education:** Doctoral Level (DrPH, MD or PHD) degree) in medicine, nursing, public health, epidemiology, behavioral or social sciences is required.
- B. Prior Work Experience:** 7 years of mid-to-senior level clinical and/or public health experience in developing, implementing and evaluating HIV/AIDS treatment programs or other relevant public health programs that involve coordination with an international agency or implementing partners is required. One additional year of experience at the managerial level with multiple staff is required. Experience working in Zimbabwe on health-related activities strongly desired.
- C. Language Proficiency:**  
Level IV English (high proficiency in verbal and written expression) is required; good working knowledge of local languages is required.
- D. Knowledge, Skills and Abilities:**  
Microsoft Office skills are required. Knowledge of spreadsheet development, graphics applications and quantitative or numerical skills for data analysis are required.

Scoring of the selection criterion detailed above will be done through paper review, an oral interview and/or written exercise.

**TO APPLY:**

Interested applicants must address all the above qualifications in their application. An application should be addressed to the Human Resources Office and include:

1. An application letter, detailing how the applicant meets the above qualifications. Please type in the letter your response to each item, e.g. Education, and state how you meet the requirement. Failure to do this will result in you not being shortlisted. Your letter must address each of the qualifications listed above.
2. A current resume relevant to the position (no more than 2 pages)
3. Any other documentation that addresses the qualification requirements of the position listed above.

**SELECTION PROCESS:**

After an initial application screening, the best qualified applicants may be invited to a testing process, which may include an oral interview and a written exercise. The written exercise may consist of a timed session, where the candidate will work on the computer and answer a specific question, using either word or excel or both.

The final phase of the selection process is the probationary period of one year. Medical and security clearances are also required before employment can begin.

Please note: only short listed candidates will be contacted with the results of the final selection. If you do not hear back from us by May 28, 2015, you were not shortlisted. Due to the great number of applications received, we are not able to contact each applicant.

**PLEASE FOLLOW THESE INSTRUCTIONS FOR SUBMISSION:**

Both email and hand delivered applications are accepted. Please submit email applications via email to: [zimrecruit@usaid.gov](mailto:zimrecruit@usaid.gov).

Please note: Applications should not be more than 1mb in size if emailed.

Applications can also be hand delivered or by courier to:

USAID/Zimbabwe  
EXO/HR  
No 1. Pascoe Avenue  
Belgravia  
Harare

OR

Sent via the postal service to:  
USAID/Zimbabwe  
EXO/HR  
P.O. Box 6988  
Harare

Please indicate Reference: **15-06 Project Management Specialist – HIV/AIDS Treatment** in the subject line of the application email and in the subject line of your application letter.

Applicants who fail to follow all the application requirements stated above will not be short listed.

Applications should be received no later than **1700 hours (local time), April 20, 2015.**

For any queries, contact the HR Office on 252420 Ext. 235 or 256.

Issued by:  
Executive Office



Robert Appiah  
Supervisory Executive Officer