

Mission Notice
US Agency for International Development (USAID)
Mission to Zimbabwe

Mission Notice No: 16-08

Date: August 18, 2016

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 paperwork will need to be provided)

Official Title: Project Management Specialist – Strategic Information
Office: Health, Population and Nutrition Office

Position Grade: FSN-12

Salary Range: US\$69,556 – US\$100,856 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: August 18, 2016

Closing Date: September 8, 2016 (1700 hours local time)

Work Hours: Full time; 40 hours per week

BASIC DESCRIPTION OF THE POSITION:

The Strategic Information (SI) Specialist will provide support services to the Health Population and Nutrition (HPN) Office in the United States Agency for International Development (USAID) Mission to Zimbabwe. The primary objective of the position is to provide leadership for the Monitoring, Evaluation and Reporting (MER) requirements of USAID's PEPFAR activities, periodically reviewing performance against targets and communicating program successes and challenges. The incumbent will work closely with staff from the HPN Office and the rest of the Mission, as well as with other USG agencies, with host-country government, and implementing partners. The SI Specialist is a member of the Cross-Cutting Support team within the HPN Office that includes sector-

wide monitoring, evaluation and administrative systems activities for the health program portfolio.

Main Duties and Responsibilities

In consultation with USAID Health Population and Nutrition (HPN) Office team members:

- Provide leadership for the development of SI related components of the Country Operational Plan (COP), the Annual Program Results (APR), Expenditure Analysis and Quarterly Reports ensuring optimum use of all available data; establish close working relations with USAID implementing partners and coordinate partners' SI reporting; use program data to guide formulation of annual targets and assess progress over time on a regular basis; ensure M&E results are used to guide decision making.
- Serve as focal point for designated SI related communication with the PEPFAR Coordinator's Office (PCO) and Office of the Global AIDS Coordinator's (OGAC) Zimbabwe SI Advisor; act as the overall Administrator of PEPFAR's Data for Accountability, Transparency and Impact (DATIM) system; oversee partner reporting and support USAID level data review, cleaning, analysis and onward reporting to OGAC through the Zimbabwe PCO.
- Participate in the development of Mission and Health Office strategic plan; contribute to the development and regular updating of USAID's Performance Management Plan; and provide critical SI input into biannual portfolio review processes.
- Review and approve partner performance management plans; provide SI related input into partner work plans; and provide technical assistance to partners in developing and implementing tools to monitor PEPFAR MER indicators.
- Assess the quality of program data sources, including partner M&E systems, national patient tracking systems, NHMIS, and routine surveys, through periodic data quality assessments and make recommendations for improvements.
- Participate in PEPFAR's Site Improvement through Monitoring System (SIMS) assessments and support analysis and use of SIMS data for program improvement.
- Assist partners in setting annual targets; review quarterly data submissions to measure performance against targets and budgets; and communicate identified performance issues to Health Office team members.
- Support national efforts to further develop national M&E systems for health through participation in relevant national technical working groups and

coordination bodies, such as the National M&E Advisory Group (NMEAG) and the M&E Sub-committee of the national AIDS and TB program.

- Maintain effective working relations with Ministry of Health and Child Care (MOHCC), National AIDS Council (NAC), United Nations agencies, the Global Fund, Donors and other key stakeholders involved in the Zimbabwe health sector and represent USAID interests at workshops, conferences and meetings.
- Manage SI related contracts such as for evaluations and surveys as assigned; oversee and coordinate visits by short-term SI Advisors, evaluators, and other SI related activities; visitors may also include VIP delegations from the Office of the Global AIDS Coordinator and other USG entities.

QUALIFICATIONS:

- A. Education:** Minimum Masters level degree in Population Studies, International Development, Social Sciences, Public Health, Health Care Management is required. Additional training in epidemiology, statistics, operations research, quality assurance, and/or survey methodology is advantageous.
- B. Experience:** At least seven years' progressive work experience implementing public health or other social sector monitoring and evaluation activities in developing countries is required.
- C. Language Proficiency:** Level IV fluent knowledge of English.
- D. Knowledge, Skills and Abilities:** A thorough knowledge of Health Management Information Systems development and operation; sound knowledge of HIV/AIDS prevention, care and treatment in sub-Saharan Africa; and a good understanding of African social, cultural and political contexts. Excellent written and oral communication skills. Ability to interpret, apply, and explain program policy, guidelines, regulatory directives and related guidance. Demonstrated proficiency with Microsoft computer applications and financial and/or data analysis software applications. Strong interpersonal skills including the ability to work in a team setting and to maintain effective relationships with a wide variety of governmental and non-governmental professionals at all levels. High level of socio-cultural sensitivity and judgment in dealing effectively with HIV and AIDS as it affects all segments of Zimbabwean society.

Scoring of the selection criterion detailed above will be done through an oral interview with written exercises.

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 will be invited to a testing process, which includes a written exercise and oral interview.

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 October 31, 2016 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.

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: **16-08 Project Management Specialist Strategic Information** 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), September 8, 2016.**

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

Issued by:
Executive Office

Robert Appiah
Supervisory Executive Officer