

SOLICITATION No. 663-S-14-002
U.S. Resident Hire USPSC
Project Design Specialist
USAID/Addis Ababa, Ethiopia

1. **SOLICITATION NUMBER:** 663-S-14-002
2. **ISSUANCE DATE:** January 23, 2014
3. **CLOSING DATE/TIME:** February 6, 2014
4. **POSITION TITLE:** Project Design Specialist
5. **MARKET VALUE:** The market value for this PSC is equivalent to a GS-11 level. Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history, and educational background.
6. **PERIOD OF PERFORMANCE:** The PSC contract will be for eighteen months, with the possibility of an annual extension. No PSC contract may exceed a five year period of performance.
7. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia
8. **DIRECT SUPERVISOR:** Supervisory Health & Development Officer
9. **SECURITY ACCESS:** Employment Authorization only
10. **AREA OF CONSIDERATION:** U.S. Citizens (as further defined in footnote no. 1 below¹) with a hiring consideration for eligible family members and U.S. staff adult family dependents under Chief of Mission authority.
11. **BACKGROUND:** The Mission's Office of Health, AIDS, Population and Nutrition (HAPN) is one of the largest office within the Mission. HAPN is responsible for programs in tuberculosis, maternal-child health, malaria, HIV/AIDS and family planning/reproductive health. HAPN's average budget exceeds \$270 million, with \$200 million for HIV/AIDS. Cumulatively, HAPN intends to expend over \$55 million on construction and renovation activities.

12. BASIC FUNCTION:

The primary purpose of this position is to provide guidance and support to USAID/Ethiopia Health, AIDS, Prevention and Nutrition Office (HAPN) in activity design, procurement development and execution relating to HAPN's acquisition and assistance plans in Ethiopia. The Project Design Specialist reports directly to the HAPN Office Chief.

¹ Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) as a spouse or dependent of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or (ii) for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

The Project Design Specialist will be responsible for planning, developing, managing, and advising on the design of strategies, new projects or activities, project or activity amendments and related statements of work or program descriptions. S/he will work directly with technical staff to provide support to achieve design and procurement objectives and timelines. S/he will work as part of a team with various Mission personnel throughout project design and execution enabling an iterative process of input, review, comment and finalization tied to agreed milestones and timelines. S/he may interface and/or represent USAID/HAPN in discussions with the Ministry of Health.

Given the scope, and purpose of the role, and the complexity of the health programs that are being implemented, it is essential that the Project Design Specialist be able to function as an expert in all technical areas of the assignment with the understanding and ability to integrate issues, a range of perspectives, continually evolving working requirements, creative problem solving, and the introduction of new theories and state of the art methods to resolve unique public health and service delivery challenges.

The Project Design Specialist will be required to assist in creating a supportive work environment that values diversity, and elicits high and consistent level of participation and input from the technical teams; develops clear timelines and objectives in a participatory fashion; and works with the staff to ensure that tasks are completed.

Following the overall lead of the HAPN technical leadership, the Project Design Specialist will serve as a primary point of contact for new project development and will provide proper and timely preparation and support of new acquisition and assistance projects in HAPN. In partnership with HAPN technical staff, the Project Design Specialist will provide support to the Office in the following ways:

1. Support HAPN and Mission Senior management to design strategies that meet agency goals and activities that fulfill Mission and Government of Ethiopia Health objectives.
2. Provide assistance to HAPN technical teams in the development and execution of program/project-funded contracts, cooperative agreements, grants, and government to government agreements;
3. Oversee procurement planning including developing timelines, reviewing strategic objectives and results frameworks, organizing and facilitating program planning meetings and identifying responsible parties for carrying out tasks;
4. Prepare pre-award documents including project appraisal documents, specifications, scopes of work, program descriptions, and cost estimates;
5. Prepare award documents and award file documentation for the USAID Contracting/Agreement Officer's review and signature;
6. Prepare appropriate documentation and support on issues that could arise in the course of an award which may include drafting correspondence, changes in scope, performance evaluations, and advising team member of timelines and their administrative responsibilities;
7. Under the direction of HAPN Office Chief and technical office Team Leads, consult with Mission staff, US Embassy staff, government officials, implementing partners, and others, as required.

13. QUALIFICATIONS:

I. Education: A bachelor's degree in social sciences, such as sociology, anthropology, public health, public administration, or the equivalent a degree in a field related to development assistance is required. A master's degree in one of the above is strongly preferred.

II. Work Experience: A minimum of five years of progressively responsible, professional-level experience in development work, with particular emphasis on health issues, is required. A majority of this should have been in development assistance or related work with the U.S. Government, government organizations, other donor agencies, or the private sector. Experience should include complex project design; program planning, grant writing and implementation; performance monitoring; analysis and interpretation of large amounts of complex program/project/activity information in a development context; and presentation of findings in written and oral form.

III. Knowledge: The candidate must have an in-depth knowledge of a wide-range of concepts, principles, techniques and practices in the health development field. The position also requires knowledge, or the ability to quickly gain such knowledge, of the Ethiopian government's development perspectives, objectives and priorities related to health in areas such as HIV/AIDS, malaria, TB, family planning, maternal and child health and systems strengthening. The candidate must have a good knowledge of USAID programming policies and objectives, regulations, procedures, and documentation. The Project Design Specialist should have familiarity with the organization and respective roles of host government institutions, at national and local levels, to ensure effective communication, coordination and consensus with Ethiopian counterparts regarding design and implementation of development assistance activities. The candidate should have a sound knowledge of political, economic, social, and cultural characteristics and developments within Ethiopia.

IV. Skills and Abilities: The demonstrated ability to plan, organize, manage, and evaluate programs/projects/activities is required, including demonstrated skill at integrating the many aspects that underlie achievement of USAID Ethiopia's health objectives. Analytical ability is required in order to interpret public health and reporting data, and to assist in the development of revised programs, as required. Skill in program/project programming, policies, and plans, and in developing strategies for implementation, is required. The ability to work effectively in a team environment, and to achieve consensus on policy, program and administrative matters is required. Ability to effectively work in an unstructured setting with limited day to day supervision is required. Good computer skills are required, in order to manage activity goals and achievements, both technical and financial.

V. Communication Skills: The candidate must have strong verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with mission colleagues. Excellent English writing skills are required to prepare scopes of work, project descriptions, regular and ad hoc reports, and other procurement development documentation. Ability to develop and deliver professional quality reports and presentations is required.

14. POSITION ELEMENTS

a. Supervision Received: The incumbent is under the general supervision of the Health, AIDS, Population and Nutrition Office Chief, who will broadly define the intent of each assignment but

rely on the incumbent to independently plan and execute the work. The Project Design Specialist should require little supervision in carrying out routine responsibilities, and only general guidance for most tasks. The scope of the duties will demand a great deal of initiative in planning, budget analysis, tracking actions and communications.

- b. Available Guidelines:** General guidance related to policy goals and strategic intent are available but the candidate will be required to interpret the material, along with technical staff, and translate them into achievable designs. Administrative guidance will be used to assist in identifying optional and possible deviations based on programmatic need, information on program initiatives can be found in the Mission Strategic Plan, annual report documents, and other USAID briefing papers. For project information, guidelines can be found in the strategic objective agreements and implementation letters, quarterly reports and formal evaluations. USAID regulations are found in the USAID Automated Directives System.
- c. Exercise of Judgment:** Considerable judgment is required in planning and evaluating the relevance and reliability of information; in organizing and presenting budgetary data during the preparation of documents and representing USAID. Judgment is required in identifying problems with implementation of activities and in determining when to make recommendation for solutions to HAPN staff.
- d. Authority to Make Commitments:** None.
- e. Nature, Level and Purpose of Contacts:** Continuous contact is maintained with mid-senior level governmental and donor officials. Good communication and superlative ability to work with American and Ethiopian staff in management, technical and support offices in the Mission and with counterparts in partner institutions is required. The incumbent will be required to communicate and negotiate effectively with a wide range of program staff including technical managers, financial management officers, program officers, and senior USAID staff including the mission director, deputy mission director, and office chiefs.
- f. Supervision Exercised:** None.
- g. Selection Criteria:** Applicants meeting the basic requirements will be evaluated based on information presented in the application, an interview process and reference checks as necessary. All applicants must address each qualification detailed above with specific and comprehensive information supporting each item. These qualifications, which serve as the selection criteria, will be evaluated based on the following points below.

1. Education	15 points
2. Work Experience	25 points
3. Knowledge	20 points
4. Skills and Ability	20 Points
5. Communication Skills	20 points
Maximum Points	100 Points

- h. Selection Process:** After the closing date of receipt of applications, a committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. Only finalist will be contacted by USAID with respect to their applications.
- i. Applying:** All applicants must complete the Application for Employment (OF-612). Interested individuals can obtain Application Form at the front gate of the U.S. Embassy located at Entoto road between the hours of 7:30 AM and 5:00 PM.

Only applicants who meet or exceed the stated position requirements will be considered. All applicants must have the required work and/or residency permits to be eligible for consideration.

Application should be submitted to:

The Executive Officer

USAID Ethiopia, P.O. Box 1014

Addis Ababa, Ethiopia

Late applications will not be considered.