



# USAID | SOUTHERN AFRICA

**Reference no.:** 674-14-1016

**Position/Salary Range:** Project Development Specialist – Commodities & Supply Chain Management.  
FSN-11: R385,582.00 – R540,006.00 (Full performance - Basic Salary)  
FSN-10: R335,582.00 – R469,815.00 (Trainee level - Basic Salary)  
Additional benefits include miscellaneous allowance, medical and pension fund subsidy and housing and dependents' education assistance subject to qualification.

**Open To:** All South African citizens and permanent residents with valid work permits at the time of application.

**Location:** USAID/Southern Africa  
Health Office (HO)  
Pretoria, South Africa

**Opening:** May 16, 2014

**Closing:** May 30, 2014

**Work Hours:** Full-Time; 40 hours/week

**USAID/Southern Africa, an equal opportunity employer, seeks applicants for the above position:**

**English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. Interested applicants who do not meet this qualification ARE ENCOURAGED NOT to apply as their applications will not be considered.**

### **Basic Function of Position:**

The Health Office(HO) among its many other functions, through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) funding, provides strategic and technical leadership on supply chain issues to ensure adequate quantity and quality of essential commodities for people affected by HIV/AIDS and related infections. Specifically, the Health Office is responsible for overseeing the following:

1. Supporting a sustainable procurement operation and managing the supply chain for HIV/AIDS commodities. This includes procuring and distributing pharmaceuticals and other commodities needed to provide care and treatment of persons with HIV/AIDS and related infections.
2. Providing technical support and leadership to USAID grantees, contractors and the South African Government in strengthening partner and host-country capacity to ensure a safe, secure, reliable, and sustainable supply chain system.
3. Providing technical assistance to support country and regional supply chain programs.
4. Coordinating with other US Government agencies, international organizations, and donors to provide global leadership on supply chain issues.
5. Providing rapid response in emergency situations (and potential stock-outs)
6. Maintaining the Agency Anti-retroviral and Rapid Test Kit approval lists.
7. Administering the "restricted commodities" approval of pharmaceuticals and "clearance" authority on source-origin waivers under Agency regulations.

### **Major Duties and Responsibilities**

The Supply Chain Specialist is a critical member of the HO team and will play an important role in ensuring that the US Government's millions of dollars invested in the fight against HIV/AIDS are being used effectively and efficiently. The HO leadership will be looking to the Supply Chain Specialist to quickly begin to add value in the following roles and responsibilities:

1. Serve as Senior Technical Specialist and as a senior subject matter expert on issues of supply chain management, including procurement and strategic sourcing, evaluation and implementation of logistics systems, supply chain network design and inventory optimization.
2. Serve as Contracting Officer Representative (COR) and/or Agreement Officer Representative (AOR) for contracts and/or agreements in the USAID/Southern Africa health portfolio, including management of budgets as well as administrative, financial, and technical management and oversight of contracts and agreements.
3. Understand and assess local supply systems, collect and analyze relevant information, identify root causes to bottlenecks, recommend effective solutions for supply chain improvements and adapt these to local contexts for building a sustainable country system.
4. Coordinate activities and information and prioritize outcomes to meet the needs of the South African Government (SAG) and implementing partners. Assist in strategic design and implementation of diverse supply chain initiatives.
5. Provide rapid response in emergency situations and potential stock outs.
6. Establish innovative partnerships and linkages with global and bilateral agencies, foundations, and/or corporations and governments to strengthen programmatic linkages between supply chain and the HIV/AIDS program.
7. Ensure compliance of USAID/South Africa health and HIV programs with South African Government and US Government policies and guidelines.
8. Participate and sometimes lead cross-office supply chain initiatives for USAID.
9. Provide guidance to the Health Team regarding the integration of RH/FP and MCH to guide investments of future programming including design and modification of program activities, the determination of program direction, monitoring and evaluation and corrective action, where needed.
10. Establish and maintain close working relationships and technically represent USAID at all levels of staff at relevant USAID operating units, implementing partners, the Office of the Global AIDS Coordinator, Centers for Disease Control and Prevention, US Department of Health and Human Services, and other agencies involved with HIV/AIDS activities.
11. Represent USAID to external organizations and audiences at key professional meetings and conferences as assigned.
12. Represent USAID on donor committees/working groups.

International travel approximately 10%.

Other tasks or responsibilities may be assigned based on organizational and programming needs and the Technical Specialist's own interests and area of expertise.

**Required Qualifications at the Full Performance Level:**

**Education:**

Master's degree in public health management, supply chain management, industrial engineering, public health, business administration, or a related discipline is required

**Prior Work Experience:**

- Minimum five years' experience in supply chain management, with at least 2 years' experience in an international or resource challenged setting required.
- Experience with USAID and PEPFAR policies and procedures, especially as related to commodity management is preferred.
- Broad private-sector supply chain experience and/or supply chain strategy consulting experience required.
- Experience in performing various supply chain analyses to support executive level decision-making using Excel, Access, and other software highly desirable.
- Experience with managing pharmaceuticals, diagnostics, and other health supplies in developing countries or other resource challenged settings preferred.

**Post Entry Training:**

As a COR/AOR, the incumbent must have the relevant certification before being placed on the full performance level of the position. The incumbent will undergo on-the-job technical training in support of the management and evaluation of programs and projects in development assistance.

### **Language and Communication Proficiency:**

English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. English language written skills will be evaluated in the initial review of an applicant's submission by a review of the Cover Letter and of the CV itself as well as in the testing phase. Oral English skills will be evaluated in the interview phase.

### **Knowledge:**

- Knowledge of technical issues that arise in health commodity procurement.
- Demonstrated ability to quickly assess and synthesize large amounts of detailed information into clear, coherent supply chain strategies for large, complex organizations

### **Skills and Abilities:**

- Strong analytical and quantitative skills required
- High level of judgment, ingenuity and originality to successfully implement supply chain strategies in a large organization.
- Logical, systems thinker and clear communicator.
- Ability to work independently with light supervision.
- Ability to work within diverse teams.
- Strong interpersonal communication and excellent oral presentation and writing skills.
- Willingness to travel regularly within South Africa and at times internationally.

### **Evaluation Criteria and Weights:**

1. Education/Weighted 5% based on initial application review.
2. English Language Skills/Weighted 20% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 25% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 25% based on written assessment and interview.

How the Selection will be made:

The successful candidate will be selected based upon the following:

1. a preliminary review of the applicant's submitted package (which includes the Cover Letter and CV) to establish that minimum educational and English writing fluency requirements are met;
2. tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, Powerpoint; and any technical skill test that might be deemed appropriate;
3. a personal or telephone/DVC interview; and
4. reference checks.

- USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.
- The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**
- Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Section Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.
- As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

**USAID/SA reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.**

**Applicability:**

This position is open to all South African citizens and permanent residents with valid work permits at the time of application. USAID/SA management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful applications. Current USG employees on probationary status (i.e. within their first year of employment) are not eligible to apply.

**Compensation:**

The Project Development Specialist, Commodities and Supply Chain Management, will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

**To Apply:**

**ONLY applicants who meet the minimum educational and English language fluency requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.**

For an application package to be considered complete, please follow the following instructions and submit your application through one of the channels mentioned below:

1. Ensure that your application is accompanied by a **Cover Letter**,
2. Include a CV of no more than **4 pages**, and
3. Ensure that all communications (including your Cover Letter) includes the Announcement Reference # and the Title of the Position(s) for which you are applying.

**Failure to comply with these instructions may result in your application being considered "non-responsive" and eliminated from further consideration.**

1. E-mail:  
[jobapplications@usaid.gov](mailto:jobapplications@usaid.gov)  
[jobapplications\(at\)usaid.gov](mailto:jobapplications(at)usaid.gov)

**Point of Contact:**

Athandiwe Mazibukwana, Telephone: (012) 452 2057

Athea Mestre, Telephone: (012) 452-2158

Penny Mamabolo, Telephone: (012) 452-2058

**Only short-listed candidates will be acknowledged.**

**Closing date for this position:** May 30, 2014 (Close of Business).

The U.S. Mission in South Africa provides 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. The United States Agency for International Development (USAID) also strives to further equal employment opportunity in all personnel operations through continuing enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.