



# USAID | SOUTHERN AFRICA

REF No.: 674-14-1027

- Position/Salary Range:** Project Development Specialist – Monitoring & Evaluation, Regional HIV/AIDS Program Office (RHAP)  
FSN-10: R 335,582.00 – R 469,815.00 (Full Performance)  
FSN-09: R 237,113.00 – R 331,955.00 (Trainee level)  
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 currently employed by the USG.
- Location:** USAID/Southern Africa  
Health Office  
Pretoria, South Africa
- Opening:** July 01, 2014
- Closing:** July 18, 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 USAID Regional HIV/AIDS Program (RHAP) strengthens the response of ten southern Africa countries, with the exception of South Africa, to HIV/AIDS. RHAP oversees and is financially and contractually responsible for the USAID component of the President Emergency Plan For AIDS Relief (PEPFAR) program in the three Non-Presence countries (NPC), Botswana, Lesotho, and Swaziland.

This position contains three key sets of responsibilities:

- provides financial information and overviews to the RHAP Team Leader on budget and data matters for both the regional portfolio and the non-presence, regional PEPFAR programs the RHAP team supports;
- provides monitoring and evaluation support for the team, and as such is responsible for designing and implementing data collection, reporting, and evaluation systems that capture progress against program indicators; and
- represents RHAP interests to Implementing Partners, other US Government Agencies, Government representatives, and other stakeholders in data gathering and verification activities, and evaluations conducted by USAID contractors and acts as the in-country activity manager for monitoring and evaluation activities.

## MAJOR DUTIES AND RESPONSIBILITIES

A. The incumbent provides financial information and overviews to the RHAP Team Leader on budget and data matters for both the regional portfolio and the non-presence, bi-lateral PEPFAR programs the RHAP team supports (currently Swaziland, Lesotho, and in many respects Namibia). This entails developing detailed systems and complex data-bases for tracking incoming funds (in at least 2 separate funding streams) in the form of allowances related to 5-6 Congressional Notifications per year and outgoing funds in the form of incremental funding to at least 33 partners in the 14 PEPFAR program areas and tracking detailed Management and Staffing expenditures for the RHAP team. This is quite a complex process that requires attention to detail and meticulous financial calculations and record keeping. In addition to pure budget tracking, the incumbent will be expected to perform the following duties:

- Mission quarterly financial data reviews (QFRs) and update the Regional Finance Management Office (RFMO) of any future changes and/or adjustments anticipated in the following quarter.
- Monitoring of open commitments and/or quarterly 1311 reports and ensure that un-sub-obligated/committed funds are de-sub-obligated/committed and reprogrammed.
- Monitoring of partner pipeline and in liaison with the Assistance Officer Representative (AOR) and the Regional Office Acquisition and Assistance (ROAA) facilitate the timely obligation of incremental funding.
- Develop and maintain the annual procurement plan for RHAP and the NPCs.
- Work closely with ROAA to ensure the Agency Acquisition and Assistance Plan is updated regularly with current and upcoming procurements.
- Monitoring of semi-annual Office of Global AIDS Coordinator (OGAC) financial data reviews for the NPCs and work closely with the RHAP Financial Analyst to provide accurate and timely response to any queries raised.
- Monitor expenditures against achievement of targets in all program areas, and
- Advise both AORs and the Office Director about adjustments that may be required.

The incumbent is expected to maintain close and cordial working relationships with the RHAP Financial Analyst at FMO, the Program Budget Specialist in the Program Office, and a good working relationships with RHAP's Deputy Team Leader, the Office of Acquisition and Assistance and the AOR's in RHAP and in Washington. The total value of the portfolio that the incumbent will monitor is approximately \$80M in Fiscal Year 2013 (FY13), with possible increases expected in subsequent years.

This position is particularly complex, as it involves tracking budget and expenditures over several program years, using several different funding streams (including PEPFAR and Child Survival) with their own sets of rules and regulations, for countries in the region that fall within RHAP's purview. This means that highly accurate, up-to-the minute information must be provided to the team in easy to understand formats to allow for full obligation by the end of the FY—not only for RHAP, but also for the non-presence countries that the RHAP team manages.

B. The incumbent provides monitoring and evaluation support for the team, and as such is responsible for designing and implementing data collection, reporting, and evaluation systems that capture progress against program indicators. In addition to providing similar support to the other missions in the region as requested, the incumbent will be responsible for monitoring and evaluating progress of RHAP's implementing partners and designing systems to support Mission M&E objectives. An important responsibility for this position is local monitoring and evaluation agreements, and as activity manager for centrally procured mechanisms.

C. The incumbent represents RHAP interests to Implementing Partners, other USG Agencies, Government representatives, and other stakeholders in data gathering and verification activities, evaluations conducted by USAID contractors and acts as the in-country activity manager for monitoring and evaluation activities. S/He also participates in the preparation and presentation of the PEPFAR Semi-annual and Annual Progress Reports, USAID Annual Performance Plan Reports, and the Regional MSP. His/her input into the budget planning for the Chief of Party's (COPs) in the non-presence countries pertains to the validation of financial and programmatic data. In addition, the incumbent will be the team's point of contact for Environmental Compliance, and will act as liaison between the NPCs in the region and our Program Office ensuring regular monitoring, follow-up and compliance.

The **primary** responsibilities of the incumbent are:

- Manage and analyze budget data for RHAP needed for financial decision-making and program performance monitoring and advise COTRs/OATRs and the Office Director accordingly.
- Coordinate Monitoring and Evaluation (M&E) activities for RHAP.
- Analyze and present M&E findings in reports submitted by RHAP and NPC implementing partners.
- Act as Activity Manager for RHAP's regional activities such MSH/BLC, and other activities as assigned by the RHAP Office Director.
- Collaborate with others on the expanded team to prepare and present RHAP deliverables.
- Design systems to capture and track data sets for the above mentioned responsibilities.

The **secondary** responsibilities of the incumbent are:

- Liaise with COTRs/AOTRs in the region on M&E activities.
- Work closely with NPC team members on finance, M&E, and data collection issues.
- Work closely with NPC team members and the Program Office to ensure Environmental Compliance in all our program sites.
- Mentor RHAP Program Assistants in managing financial implementation (MAARDS, pipeline analyses, budgets, etc.).
- Conduct site visits to keep abreast of financial and M&E aspects of the RHAP program.
- Participate in RHAP program/portfolio reviews.
- Keep abreast of USAID regulations and procedures to ensure consistency and quality.
- Work closely with the Mission Budget Specialist at RPPDO to submit, capture and follow-up on the status of RHAP and NPC buy-ins into Field Support Mechanisms.

#### **REQUIRED QUALIFICATIONS AT THE FULL PERFORMANCE LEVEL:**

##### **Education:**

Completion of a university degree in a Health, Finance, or Management related field.

##### **Prior Work Experience:**

At least 3 years of progressively responsible monitoring and finance experience is required. PEPFAR experience is preferred.

##### **Post Entry Training:**

Monitoring and Evaluation specific training will be provided.

**Language 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:**

While mastery of US Government and USAID-specific regulations, policies and procedures, as identified below, are required for the incumbent to perform successfully at the full performance level, this knowledge can be acquired on the job. Preferential consideration may, however, be given to those who can demonstrate mastery of some aspects of USG regulations, policies or procedures.

- Knowledge of the major issues affecting people with or affected by HIV/AIDS & TB in all geographic regions in Southern Africa.
- Knowledge of specific issues facing the health sector, with special emphasis on information systems and results reporting.
- Knowledge of organizations active in the health sector and of their constraints to improved, systematic management and reporting of health information and data.
- Knowledge of PEPFAR structure and reporting guidelines for both programmatic and financial reporting.
- Familiarity with Monitoring and Evaluation, in particular the methodologies employed to measure and analyze results from health interventions, and report them in standardized formats.

**Skills and Abilities:**

If selected for possible interview, an applicant will be required to take an English writing test, a computer test to document mastery of those programs required for successful performance in the position (such as Microsoft Office Suite including PowerPoint and Excel), and any test to confirm technical skills, as deemed appropriate.

Must have demonstrated:

- Skills in financial analysis, data management and report presentation.
- Ability to work independently in support of team efforts to reach results.
- Ability to communicate ideas, information and innovations that contribute to improved programming and program management.
- Expertise in using database and spreadsheet software systems for financial and monitoring purposes.

It is essential that the incumbent possess high levels of “big picture” understanding and superior levels of judgment.

**Evaluation Criteria and Weights:**

1. Education/Weighted 5%:
  - As a university degree is the baseline for this position, 5 points will only be given for an advanced degree.
2. English Language Skills/Weighted 20%:
  - Written Fluency/Weighted 15%: Points will be given based upon the results of the English written test.
  - Oral Fluency/Weighted 5%: Points will be given based upon the interview.
3. Prior Work Experience/Weighted 25%:
  - 3 to 4 years of experience/Weighted 5%
  - More than 4 years of experience/Weighted 5%
  - Experience with PEPFAR/Weighted 15 %
4. Knowledge/Weighted 25%:

- Knowledge of the major issues affecting people with or affected by HIV and AIDS and TB in all geographic regions in Southern Africa/Weighted 5%.
- Knowledge of specific issues facing the health sector, with special emphasis on information systems and results reporting/Weighted 5%.
- Knowledge of organizations active in the health sector and of their constraints to improved systematic management and reporting of health information and data/Weighted 5%.
- Knowledge of PEPFAR structure and reporting guidelines for both programmatic and financial reporting/Weighted 10%.

5. Skills and Abilities/Weighted 25%:

- Computer Skills/Weighted 10%: Points assigned based upon the results of tests.
- Analytical Skills/Weighted 10%: Points assigned based upon tests and/or interview.
- Problem Solving Skills/Weighted 5%: Points assigned based upon tests and/or 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.

**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 currently employed by the USG.

**Compensation:**

The Project Development Specialist 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 3 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 will result in your application being considered "non-responsive" and eliminated from further consideration.**

1. P-Net Website:

[www.pnet.co.za](http://www.pnet.co.za)

Please note that you will be required to register on the site first before you can upload your application material and/or CV to be considered.

2. E-mail:

[jobapplications@usaid.gov](mailto:jobapplications@usaid.gov)

**Point of Contact:**

Penny Mamabolo, Telephone: (012) 452-2058

Lydia Mosaka , Telephone: (012) 452-2055

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

**Closing date for this position:** July 18, 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 ensure equal employment opportunity in all personnel operations.

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.