



# USAID | SOUTHERN AFRICA

REF No.: 674-15-1015

**Position/Salary Range:** Program Management Assistant (Care and Treatment)  
FSN-08: R 209,194.00 – R 292,871.00 (Full Performance)  
FSN-07: R 170,051.00 – R 238,064.00 (Trainee level)  
Additional benefits include miscellaneous allowance, medical and pension fund subsidy, housing allowance 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:** March 5, 2015

**Closing:** March 19, 2015

**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 Program Management Assistant serves as a member of the USAID Health Team. The incumbent will assist the team in the day-to-day management of USAID health projects and programs.

S/he will work collaboratively with members of the Health Office and perform the full range of duties required for supporting the planning, monitoring, and oversight of activities related to the President's Emergency Plan for AIDS Relief (PEPFAR) and other Presidential Initiatives, health programs implemented under the United States Government's (USG) Operational Plan for South Africa and other activities managed by the Health Office. The incumbent will serve in the USAID Pretoria office and will be supervised and receive oversight and guidance from the Care and Treatment Team Leader. S/he will support the Team Leader in program management, budget follow-up, report tracking, meeting coordination and various other responsibilities that support the functioning of the team.

The incumbent will specifically support the Care and Treatment team and will work under direction of that team leader. However, the incumbent will also occasionally be asked to provide support to other teams in unusual circumstances, for instance when one of the other program management assistants is absent or when, due to a conference, the workload among teams is exceptionally unbalanced for a short period of time.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **A. Program and Project Support (60%)**

S/he will compile and edit documents for team needs such as Annual and Semi-Annual Implementation Reviews, procurement plans and technical meetings. The incumbent will assist team staff in the preparation of reports, including all team contributions to PEPFAR reporting, the Country Operational Plan (COP), Semi-Annual Reports, budget and programming analyses,

quarterly accrual reports, briefings, presentations, and other reporting requirements. For these reporting functions, s/he collects, collates and analyzes financial and sector-specific data in the Country Operational Plan Reporting System database. The Program Management Assistant will provide technical input in coordinating the administrative aspects of HIV and AIDS strategy development, specifically related to program monitoring and the establishment and tracking of indicators. S/he will actively participate in the coordination of program evaluation plans and their implementation. The incumbent will ensure the smooth operation of the team by securing the proper management of electronic and hard-copy filing systems.

S/he will work with team members to help compile information for the quarterly accrual process, compile other financial information or data on an as-needed basis to assist the team to meet reporting requirements. S/he will assist the team to compile overall information related to program management and analysis of partner performance, monitor compliance with agreement requirements, e.g. tracking and ensuring annual work plans, key personnel plans and branding plans are submitted and approved. The incumbent will also ensure that initial and environmental evaluation processes are followed and coordinate with the Office of Acquisition and Assistance (OAA) and the Program and Project Development Office (PPDO) to ensure/track that partners' requests for approvals are finalized, e.g. vehicles, renovations and branding plans.

**B. Project Administration (20%)**

The incumbent will document meetings with contractors and counterparts on a regular basis and follow up on progress made. S/he will ensure that all contractual requirements are available for team review and will maintain project and program files including periodic reports, financial reports, audits, expenditure and voucher reviews, and requests for concurrence and contract modifications. As requested by the Team Leader, the incumbent prepares and monitors budget information including obligations, expenditures, pipelines and mortgages.

**C. Other Duties (20%)**

The incumbent will prepare and keep up-to-date project site sheets, arrange transportation and assist with logistics for VIP visits, and travel arrangements for her team. S/he will take the lead in arranging logistics for sites visits, including the preparation of site briefs and fact sheets. S/he may be required to accompany visitors on project site visits. S/he will organize meetings, take minutes and prepare necessary paper work including agendas. This also may require traveling to meetings outside of Pretoria. The incumbent will liaise with other offices including PPDO, the Financial Management Office and OAA as necessary to ensure that the sub-team has the relevant information to meet reporting requirements, e.g. PIRs, Semi-Annual Reports, COPS, Strategic Objective Agreements, etc.

S/he will be required to draft documents related to project planning, implementation and management including GLAAS actions, memoranda, request letters, Modified Acquisition and Assistance Request Forms, (MAARDs), trip reports, funding charts, etc. The incumbent will assist the Team Leader in compiling the necessary documents for performance audits, project and program evaluations and program reviews.

**REQUIRED QUALIFICATIONS:**

**Education:** Completion of Grade 12 is required; Post matric qualification in business administration, social work, social science or health related field is preferred.

**Prior Work Experience:** At least five years of experience in program administration and/or project management required. Work experience in a health-related field is desirable. Experience working with or in an international donor agency is preferred. Knowledge of USAID policies and procedures is preferred.

**Post Entry Training:** Appropriate technical training for project support, HIV and AIDS and other health programming will be provided subject to the availability of funds.

**Language Proficiency:** Excellent English, writing, speaking and listening ability is required. Fluency in at least one of the other 10 South African official languages is desired.

**Knowledge:** Knowledge of USAID policies, procedures, and reporting requirements is strongly preferred.

### **Skills and Abilities:**

**Must have demonstrated:** Ability to operate independently with limited direct supervision of day-to-day activities is required. Ability to prepare documentation related to project planning and implementation in a clear manner and according to professional standards is required.

- Strong interpersonal/teamwork skills are required.
- Strong organizational/prioritization skills.
- Strong analytical skills to track the performance of project activities.
- Work effectively in a team environment and coordinate well with others and have good office management skills including financial and management skills to track the performance of project activities. Skills in the following areas: office management, administration and financial tracking, computer applications including Microsoft Word, Excel and PowerPoint and the incumbent must have the ability to prepare presentations.

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

1. Education/Weighted 5%;
2. English Language Skills/Weighted 20% based on application review, written assessment, 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; and
  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 selection 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 a 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 Program Management Assistant will be compensated in accordance with the U.S. Mission to South Africa's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy. Subject to qualification, compensation for housing and dependents education assistance is also available. 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 Curriculum Vitae 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 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: Tel – (012-452-2058)

Lavinia Denaton: Tel - (012- 452-2054)

Paula Vernon: Tel: - (012- 452-2028)

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

**Closing date for this position:** March 19, 2015.

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.