



USAID | SOUTHERN AFRICA

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Reference No.: 674-15-1019

Position/Salary Range: **Project Management Specialist (Strategic Information/Monitoring & Evaluation)**
FSN-11: R407, 533.00 – R570, 542.00 (Full performance - Basic Salary)
FSN-10: R354, 988.00 – R496, 987.00 (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 18, 2015

Closing: June 1, 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 Strategic Information Team, responsible for routine Monitoring & Evaluation (M&E), Health Information Systems (HIS), surveys/surveillance and implementation science (SSIS) activities within the Health Office and the larger PEPFAR portfolio. The use of these data vary from informing program design, to setting appropriate programmatic targets, to supporting indicators for the purpose of monitoring activities, and to conducting data analyses for a range of descriptive and evaluative purposes. The Project Management Specialist (Strategic Information/Monitoring & Evaluation) in the USAID Health Office is responsible for contributing to the Strategic Information (SI) Team with leadership in the planning and development and management of technical and operational activities associated with the United States Government (USG) Partner Management Information System (PIMS) and other information systems. The Project Management Specialist (Strategic Information/Monitoring & Evaluation) provides leadership in: (1) creating the strategic vision that will guide the development and maintenance of PIMS to a unified data source fulfilling the range of desired functionality and user requirements; (2) developing and managing plans and procedures that improve the overall efficiency and effectiveness of partner reporting (quarterly, semi-annual and annual); and (3) works closely with new initiatives in geographical information systems that enable more specific and granular monitoring of implementing partners and their sub-partners/sites, and with the generation of data reports for analysis that are associated with the more geographically oriented results of PIMS.

Major Duties and Responsibilities

The Project Management Specialist (Strategic Information/Monitoring & Evaluation) will provide leadership in two broad areas. First, the Project Management Specialist (Strategic Information/Monitoring & Evaluation) will help lead the strategic planning for how the key sources of data used by PEPFAR/South Africa develop and evolve over time according to SAG and epidemiological priorities and needs. Second, the Project Management Specialist (Strategic Information/Monitoring & Evaluation) will lead the daily operations of PEPFAR reporting, including PIMS, liaising between the Health Team, PIMS administrators and the PEPFAR/South Africa implementing partners, serving as a key

resource to the contracted PIMS site developers and end-users to ensure optimal information development, management, accessibility, and use.

The Project Management Specialist (Strategic Information/Monitoring & Evaluation) is the primary USG point of contact with respect to the development and management of the strategic information flow, including , Data for Accountability, Transparency, and Impact (DATIM), Site Improvement through Monitoring Systems (SIMS), Monitoring, Evaluating and Reporting (MER) indicators, and Expenditure Analysis (EA) data and results.

Performance is evaluated on the basis of overall effectiveness, consistency with USAID policies and attainment of objectives. The Project Management Specialist (Strategic Information/Monitoring & Evaluation) will set broad goals and objectives; the specific pathways toward achieving those goals and objectives will be determined in a consultative process – the intention is for the Strategic Information team to be close-knit and highly collaborative.

The purpose of the Project Management Specialist (Strategic Information/Monitoring & Evaluation) is to facilitate monitoring and evaluation of activities implemented by South African PEPFAR partners and to provide strategic leadership in the transition of key programmatic data sources to an efficient, unified model that is fully compatible with SAG systems. The Project Management Specialist (Strategic Information/Monitoring & Evaluation) is intended to assist each USG Partner with basic Monitoring & Evaluation functions: standardized documentation of progress toward achieving goals and objectives, recording of data requirements for the evaluation of PEPFAR results and targets and operations research, assessing data quality for enhanced demand and use of data, and protocol/instrument development as needed. The functions of the Project Management Specialist (Strategic Information/Monitoring & Evaluation) will allow partners to: (1) provide comprehensive and quality reporting of core USG/SAG indicators; (2) assist in building program Monitoring & Evaluation capacity and provide access to other sources of information, indicators, and data sets; (3) improve the use of HIV/AIDS information for program management and research purposes through the development and enhancement of a user oriented data system that effectively uses PIMS and is aligned with SAG systems; and (4) generate quarterly, semi-annual and annual results reporting that have transparency and high levels of data quality.

Project/Activity Manager and Management of SI related projects: The Project Management Specialist (Strategic Information/Monitoring & Evaluation) also serves as project or activity manager. Following certification, the incumbent is delegated all authorities and responsibilities commensurate with Contracts /Agreement Officers Representatives (COR/AOR) for PEPFAR-funded awards and contracts issued by USAID South Africa Bilateral Program, as well as USAID/Washington-procured Field Support activities. In this context, the incumbent is responsible for technical and financial oversight of the implementing partner(s), reviewing reports, scopes of work, and other documents. The incumbent reviews and determines appropriateness of contract modifications and submits relevant recommendations to the Senior Acquisition and Assistance Specialist. The incumbent discusses directly with counterpart officials and with the contractor on all aspects of financial expenditures, and recommends action to the Senior Acquisition and Assistance Specialist. The Project Management Specialist (Strategic Information/Monitoring & Evaluation) may be involved with the direction or management of Strategic Information projects as directed by the larger Strategic Information Team (35%).

Assistance with Managing the PEPFAR's Partner Information Management System (PIMS) and Other Key Information Systems: Assume a leading role in USG PEPAR's Partner Management Information Systems (PIMS), Data for Accountability, Transparency, and Impact (DATIM), management, and Site Information through Monitoring Systems (SIMS) monitoring, results reporting, and data use; assume a leading role in the design, implementation and development of new processes in information management as they relate to PEPFAR results reporting; Collaborate with health information systems administrators on development of new components to the system(s) in addition to working with cross functional teams to define activities; ensure that PIMS development and improvement adheres to the reporting policies and procedures of the Office of the Global AIDS Coordinator (OGAC) and of the SAG (25%).

Country Operation Plan Development and Alignment with the National Strategic Plan of South Africa and Other Key South African Government Plans and Policies: In close collaboration with the USG PEPFAR Task Force and other Strategic Information team members, the Project Management Specialist (Strategic Information/Monitoring & Evaluation) assists in developing the COP. This includes assisting in the coordination of the process; drafting guidance for partners; editing and reviewing documents with special attention paid to targets and target explanations; and other related tasks. The Project Management Specialist (Strategic Information/Monitoring & Evaluation) will assist the Strategic Information team in assuring that to the extent possible all PEPFAR/South Africa program monitoring and results reporting are fully aligned with the South African Government models and systems (20%).

Partner Evaluation and M&E trainings: The Project Management Specialist (Strategic Information/Monitoring & Evaluation) assists with the design, coordination and management of the PEPFAR partner evaluation that is expected to occur annually. This includes, but is not limited to, reviewing technical documents, drafting summary reports and recommendations, visiting the field, and meeting with key counterpart officials. The Strategic Information team organizes and helps facilitate periodic Monitoring & Evaluation capacity building trainings for implementing partners and also more specialized workshops on Monitoring & Evaluation-related topics. The Project Management Specialist (Strategic Information/Monitoring & Evaluation) will initially assist with the trainings on an as-needed basis and eventually take on more responsibility with respect to training and be prepared to facilitate sessions and lead technical discussions.

The Project Management Specialist (Strategic Information/Monitoring & Evaluation) may be required, on an as needed basis, to perform other duties as assigned in support of the overall responsibilities of USAID (20%).

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: Master's degree in public health, public policy, epidemiology, demography, social science or related field and with demonstrated emphasis on database or other information management is required.

Prior Work Experience: Minimum of five years' work experience in implementing public health or other social sector programs in developing countries is required. PEPFAR/South Africa implementing partner experience is preferred.

Post Entry Training: The incumbent will undergo on-the-job technical training appropriate to HIV/AIDS programming, together with training to qualify him/her as a COTR, if necessary.

Language Proficiency: Excellent English (minimum Level IV – fluent) writing, speaking and listening ability is required. Fluency in at least one of the other 10 South African official languages is desired (List host country language(s) proficiency by level (example II, III,) and specialization (spelling/reading)).

Job Knowledge: Demonstrate a clear understanding of information and data management as it relates to implementation of health programs; the ability to work collaboratively and autonomously. Knowledge of database and evaluation design is preferred. Knowledge of epidemiology and health services provision in South Africa is highly desired. Knowledge of USAID policies, procedures, and reporting requirements is strongly preferred. Experience working with one or more international agency systems, including USAID and/or organizations with USAID Cooperative Agreements, UN Agencies, CDC knowledge and understanding of South African Government, and public and private health systems, and USAID project principles are also strongly preferred.

Skills and Abilities: Strong communication skills. The ability to present ideas and plans in a clear and concise manner both verbally and in writing, and to solicit input from a technical group in a logical manner is required. Experience working with databases, including MS Excel and MS Access. Evidence of excellent interpersonal, facilitation and teambuilding skills/experience will be required.

POSITION ELEMENTS

- Supervised by the Strategic Information Team Lead.
- Supervision exercised: none.
- Available Guidelines: Federal Acquisition Regulation (FAR); AID Acquisitions Regulations (AIDAR; AID Automated Directives System (ADS Series); Contract Information Bulletins (CIBs); Office of Procurement Acquisition Memorandum (OPAMS); U.S. Department of State Standardized Regulations; Federal Travel Regulations; Office of Management and Budget (OMB); Circulars and Controller General Decisions; USAID Mission Orders, Project Papers, Mission Strategy, and other documents available, USAID policies and procedures, Technical Documents and Policy Papers.
- Exercise of judgment: the incumbent operates independently and his/her work is reviewed primarily on the basis of results achieved within the broad constraints of policy and priorities.
- Authority to make commitments: limited.
- Nature, level, and purpose of contacts: the incumbent has routine and frequent contact with senior officials of National and Provincial Departments of Health and the Department of Public Service Administration. The incumbent also has contact with key NGO Chief Officers, USAID/Washington, institutional contractors and consultants.

- Time expected to reach full performance level: 12 months

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 may 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 (within their first year of employment) are not eligible to apply.

Compensation:

The Project Management Specialist (Strategic Information/ Monitoring & Evaluation) 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 this solicitation 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:

P-Net Website: 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.

OR

E-mail your application to:

jobapplications@usaid.gov

Also ensure that your application is accompanied by a cover letter, a CV of no more than 4 pages, and all your communications (including your cover letter) includes the Announcement Reference number and the title of the position 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.

Point of Contact:

Theresa Owusu, Telephone: (012) 452-2358

Lavinia Denation, Telephone: (012) 452-2054

Lydia Mosaka, Telephone: (0120) 452-2055

Only short-listed candidates will be acknowledged.

Closing date for this position: June 1, 2015 (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.