



# USAID | SOUTHERN AFRICA

**Reference No.:** 674-15-1022B Re- Advertisement

**Position/Salary Range:** **Project Development Specialist (HIV/AIDS Treatment)**  
**FSN-12: R708, 810.00 – R992, 324.00 (Full performance - Basic Salary)**  
**FSN-11: R519, 833.00 – R727, 766.00 (Trainee level - Basic Salary)**  
**Additional benefits include miscellaneous allowance, medical and pension fund subsidy and dependents' education assistance subject to qualification.**

**Open To:** South Africans and South African permanent resident permit holders.

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

**Opening:** January 26, 2016

**Closing:** February 9, 2016

**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 HIV/AIDS Treatment Development Specialist serves as a key advisor for clinical Antiretroviral Therapy (ARV) provision, policies and issues. The incumbent is expected to play a major leadership role within the health team and will have responsibility for guiding and expanding significant elements of the Mission's health portfolio. The incumbent will have leadership and management responsibility for the monitoring and evaluation of treatment activities supported by the Mission. This will entail monitoring and evaluating Treatment activities, oversight of significant portions of the \$100 million Treatment portfolio, advising Mission leadership of shifts in program operations and other recommended actions, representing the USG at public events, and assisting in planning joint programming with the Government of South Africa's Department of Health, the U.S. Centers for Disease Control and Prevention (CDC), and international and South African cooperating agencies.

The incumbent is delegated all authorities and responsibilities commensurate with an Agreement/Contracting Officer's Representative (A/COR) for instruments for Treatment activities. In this context, the incumbent is responsible for all aspects of project management, including technical and financial oversight of the implementing partner(s), reviewing reports, scopes of work, and other documents. The incumbent reviews and determines the appropriateness of agreement/contract modifications and submits recommendations to the Senior Acquisition and Assistance Specialist. The incumbent engages directly with counterpart officials and with the implementing partner on all aspects of financial expenditures, and recommends action to the Senior Acquisition and Assistance Specialist. The HIV/AIDS Development Specialist conducts performance evaluations of Treatment partners. The incumbent carries out monitoring and evaluation of Treatment projects by receiving technical documents and reports, visiting the field at least twice per month, and by engaging in one-on-one reporting and meetings with key counterpart officials.

The HIV/AIDS Treatment Development Specialist is responsible for coordination of USAID Treatment activities. Treatment is affected by a number of additional cross-cutting interventions that are integral to all HIV/AIDS activities. Therefore, the incumbent is required to work closely with several A/COR's and activity managers to harmonize USAID Treatment activities.

The incumbent maintains close contact with South African Government officials of ministerial and near ministerial rank, provincial and national ministries, parastatals and tertiary institutions. The incumbent is required to serve as a key member of the PEPFAR Task Force Treatment Technical Working Group (TWG) and will also participate on the Counseling and Testing (CT), Health Systems Strengthening (HSS), and Public-Private Partnerships (PPP) TWG's or similar bodies, both for PEPFAR and bilaterally. The incumbent is supervised by the Care, Treatment and TB Team Lead. The position is in the USAID Pretoria, South Africa office.

### **Major Duties and Responsibilities**

#### **Program/Project Development (20%)**

As the HIV/AIDS Treatment Project Development Specialist, the incumbent regularly and frequently consults with senior counterparts of ministerial and near ministerial ranks in the South African National and Provincial Departments of Health, Chiefs of Party of major non-governmental organizations, directors of health institutions such as universities, and the Medical Research Council. Through these contacts, the incumbent remains informed and up-to-date on health matters, especially Treatment issues in the country, including new levels and trends in health conditions, status of key policies, and legal and regulatory changes that could affect the implementation of the USAID program. The incumbent utilizes these contacts to keep counterparts informed about USAID policies and procedures, and also provides timely technical updates that will be of use to counterparts. The incumbent will also recommend site visits for VIPs and will supervise administrative assistants in their organization. The incumbent liaises with other offices of the Mission, the U.S. Embassy, and with counterparts, as necessary, for the full success of the USAID health program.

The incumbent participates in strategy design and rapid scale-up of HIV and AIDS activities, particularly in Treatment joint activities. S/he plays a crucial role on the team in the design of strategies for new development activities.

#### **Project Management (60%)**

The incumbent serves as the C/AOR for Treatment acquisition and assistance instruments for HIV/AIDS activities. The incumbent meets with the contractors/development partners on a regular basis, reviews and tracks activity progress, identifies potential issues before they become problems, and keeps the Senior Advisor for HIV and AIDS, Chief Health Development Officer, and the Mission Front Office informed of instrument performance. The incumbent reviews all acquisition and assistance requirements of contractors and/or development partners, including obligations, accruals, expenditures, pipeline and mortgages, ensuring that appropriate levels of funding are available, and informing the Care, Treatment and TB Team Lead, the Health Office Director, and Mission management of issues and making recommendations to resolve those issues as they arise or are forecast. In addition, the incumbent prepares timely and accurate documents for Mission reporting, administration and planning needs, including the Operational Plan, Country Operational Plan, Congressional Budget Justifications, Technical Notifications, and Semi-Annual Portfolio Implementation Reviews. The incumbent also liaises with the Office of the Global AIDS Coordinator (OGAC) on critical issues involving monitoring and evaluation activities, reporting requirements, and start-up and scale-up of activities.

#### **PEPFAR/OGAC Technical Working Groups (20%)**

The incumbent plays an active leadership role in the USG PEPFAR Technical Working Groups (TWGs). The TWGs provide technical, programmatic and budgetary guidance to partners, organize partner conferences and workshops, and respond to OGAC informational requests and urgent taskers. S/he is a member of the Treatment TWG and participates in and helps to facilitate other TWGs as needed. The incumbent also closely liaises with all other HIV/AIDS program areas.

### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**Education:** A medical degree is required and additional degrees in Public Health, Health Policy, Public Policy, Public Administration, or other health-related fields, preferred.

**Prior Work Experience:** A minimum of seven years of health work experience is required. Relevant work experience for this position is experience in program/ project management. Experience with monitoring and evaluation is strongly desired.

**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.

**Job Knowledge:** Knowledge of USAID policies, procedures, and reporting requirements is strongly preferred. Knowledge and understanding of South African government and public and private health systems is required.

**Skills and Abilities:** The ability to operate independently with limited direct supervision of day-to-day activities is required. Strong analytic skills with the ability to independently and reliably analyze political, social, economic and policy issues and to formulate, present and effectively defend complex activity design and implementation actions and documents in a clear manner and according to professional standards is also required. The ability to orient, train and supervise lower-level FSN personnel, when appropriate, is strongly preferred. A high level of writing ability, strong knowledge of computer software, administrative and management skill, as well as strong diplomatic and negotiation skills are also desired.

### **POSITION ELEMENTS**

- Supervised by Care, Treatment and TB Team Lead.
- Supervision Exercised: The incumbent may supervise one FSN administrative assistant.
- 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. The A/COR must exercise an unusually high degree of sound judgment in handling all aspects of Treatment development actions, as outlined in the position description.
- Authority to make commitments: Follows and interprets USAID activity management and implementation guidelines. Also approves funds disbursement under Agency agreements or contracts.
- Nature, level, and purpose of contacts: The incumbent has routine and frequent contact with senior officials of the National and Provincial Departments of Health, and the HIV/AIDS advisor to the Deputy President. 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;
  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 (HR) 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 TEC 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 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. 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 HIV/AIDS Treatment 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 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.**

All interested and eligible candidates should visit [USAID.pnet.co.za](http://USAID.pnet.co.za) to apply for this position. Applicants with pnet accounts can log-in from the above website to apply and first time users will be required to register on the site before they can apply. **For an application to be considered complete include a cover letter with the advert reference #, position title, and a CV of no more than 4 pages.**

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

**Point of Contact:**

Lavinia Denation, Telephone: (012) 452-2054

Paula Vernon, Telephone: (012) 452-2028

Lydia Mosaka, Telephone: (012) 452-2055

Only short-listed candidates will be acknowledged.

**Closing date for this position: (Close of Business February 09, 2016).**

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.