



USAID | SOUTHERN AFRICA

Reference No.: 674-16-1005

Position/Salary Range: **Project Development Specialist: Primary Health Care**
FSN-11: R 519,833.00 – R 727,766.00 (Full performance - Basic Salary)
FSN-10: R 443,542.00 – R 620,961.00 (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: December 15, 2015

Closing: December 28, 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 USAID/South Africa (SA) Health Office (HO) manages one of the largest President's Emergency Plan for AIDS Relief (PEPFAR) programs in the world. In order to achieve an AIDS-free generation, USAID supports health systems strengthening (HSS) activities such as South Africa's efforts to re-engineer primary health care (PHC) and reach universal health coverage. Specifically, the PHC Specialist is responsible for the following:

- Overseeing HSS activities focused on strengthening PHC and district health systems.
- Providing technical support and leadership to USAID grantees, contractors and the South African Government in PHC.
- Coordinating with other US Government agencies, international organizations, and donors to provide leadership on PHC.

Major Duties and Responsibilities:

The Primary Health Care (PHC) Specialist is a critical member of the HO team and will play an important role in ensuring the effective and efficient use of the PEPFAR investment. The HO leadership will be looking to the PHC Specialist to quickly begin to add value in the following roles and responsibilities:

a) Health Systems Strengthening Program/Project Management (40% LOE)

- Act as Contracting Officer's Representative and/or Agreement Officer's Representative 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.
- Participate in the strategic design and procurement of PHC and other HSS activities.
- Lead the design of special studies and evaluations related to PHC and related HSS activities.

- Implement interventions to leverage technology and innovation to advance PHC, UHC and an AIDS-free generation.
- Establish innovative partnerships and linkages with multilateral and bilateral donors, foundations, and/or corporations to strengthen programmatic linkages.
- Oversee compliance of USAID/South Africa health and HIV programs with South African Government and U.S. Government policies and guidelines.
- Participate and lead Site Improvement through Monitoring System (SIMS) visits to facility and community sites. Lead above-site SIMS visits.

b) Strategic and Technical Leadership in Health Systems Strengthening (30% LOE)

- Act as a senior technical specialist and as a senior subject matter expert on issues of PHC, including South African priorities; e.g., Ideal Clinic, Ward-Based Outreach Teams (WBOT), and professionalization of Community Health Workers (CHW).
- Coordinate closely with the Department of Health counterparts focused on PHC and District Health Systems at the national, provincial, and district levels. Implement strategies to leverage the capabilities of the public, private, and non-governmental organization (NGO) sectors to improve the South African health system.
- Implement strategies to improve PHC within urban, peri-urban, rural, and informal contexts.
- Implement strategies to improve facility-community referral and linkage systems.
- Represent USAID to external organizations and audiences at key professional meetings and conferences as assigned.
- Represent USAID on donor committees and South African Government working groups.

c) PEPFAR/OGAC Technical Working Groups (30% LOE)

- Participate and co-chair the U.S. Government Inter-Agency Health Systems Strengthening Technical Working Group. Represent HSS on other U.S. Government Inter-Agency Technical Working Groups.
- Establish and maintain close working relationships and technically represent USAID to all levels of staff at relevant USAID operating units, South African Government, implementing partners, the Office of the Global AIDS Coordinator, Centers for Disease Control and Prevention, US Department of Health and Human Services, U.S. Embassy Pretoria and other agencies.

International travel approximately 5-10% and domestic travel approximately 10-20%.

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

REQUIRED QUALIFICATIONS

Education: A relevant bachelor's degree in public health, health policy, public administration, health services, public health program management, social science or similar health-related field is required. A master's degree in a relevant field preferred.

Prior Work Experience: Eight to ten (8-10) years of relevant work experience. Relevant work experience for this position is experience in program/project management, experience working with South African Government and civil society and community health services and experience working with international donors. Experience working with policy development with the South African Government is essential.

Post Entry Training: The incumbent will be required to undergo USAID training in Programing Foreign Assistance, Project Design and Management, and maintain a COR/AOR certification.

Language Proficiency: Excellent English (minimum of a Level IV (fluent)) writing, speaking and listening ability is required.

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, and USAID project principles is required. Knowledge of South African Government Primary Health Care Reengineering, Quality Improvement Initiatives, and Policies related to Human Resources including Community Health Workers

and aspects of the WHO Health Systems Strengthening Framework is essential. Incumbent should have familiarity with challenges faced by national department of health, DSD, DPSA and DBE. They must have a good understanding of the impact of the HIV/AIDS epidemic in various sectors (health, education, labor, etc.).

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. Documents written material in a clear manner and according to professional standards is also required. The ability to orientate, train and guide 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 required. Strong organizational, communication and interpersonal skills, including the ability to work within a large cross-cultural team of healthcare technical advisors, program managers and other staff from different USG agencies (USAID, CDC, DOD, DOS, and Peace Corps). Ability to travel as required.

Evaluation Criteria and Weights:

1. Education/Weighted 10%.
2. English Language Skills/Weighted 15%.
3. Prior Work Experience/Weighted 20%.
4. Knowledge/Weighted 25%.
5. Skills and Abilities/Weighted 30%.

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, work experience and English writing fluency requirements are met;
 2. tests to include an English writing skills, a Microsoft Office proficiency that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
 3. a personal face to face 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. The TEC will conduct and document 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 and English language requirements cannot be hired at either a trainee or full performance level.

Applicability:

This position is open to all South African citizens and South African permanent resident permit holders. 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 Human Resources Specialist 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 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 instructions below and submit your application through one of the channels mentioned:

- 1. Ensure that your application is accompanied by a cover letter.**
- 2. Include a CV of no more than 4 pages.**
- 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. 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.

2. E-mail your application to:
jobapplications@usaid.gov

Point of Contact:

Penny Mamabolo, Telephone: (012) 452-2058

Theresa Owusu, Telephone: (012) 452-2358

Paula Vernon, Telephone: (012) 452-2058

Only short-listed candidates will be acknowledged.

Closing date for this position: December 28, 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.

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.