



USAID | SOUTHERN AFRICA

Reference No.: 674-16-1008

Position/Salary Range: Project Management Assistant: Technical Support Program
FSN-08: R 266,897.00 – R 373,652.00 (Full performance - Basic Salary)
FSN-07: R 208,046.00 – R 291,250.00 (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
Regional HIV/AIDS Program Office (RHAP)
Pretoria, South Africa

Opening: January 29, 2016

Closing: February 12, 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 Regional HIV/AIDS Program (RHAP) provides technical expertise and management assistance to USAID bilateral missions in ten southern Africa countries. Countries included in the region are South Africa, Mozambique, Namibia, Botswana, Zambia, Zimbabwe, Malawi, Angola, the Kingdom of Swaziland, and Lesotho. RHAP also manages mechanisms which missions can access to support their strategic objectives, and provides management support to the USAID programs in Lesotho and Swaziland. The RHAP team currently comprises 16 staff with technical, managerial and/or administrative expertise. RHAP adheres to technical approaches, guidelines and policies set by State Department's Office of the Global AIDS Coordinator (OGAC), which coordinates the President's Emergency Plan for AIDS Relief (PEPFAR). RHAP works in close collaboration with the Office of HIV and AIDS (OHA) in the USAID/Washington Bureau for Global Health (GH).

Position Overview:

The Project Management Assistant forms part of a support and administrative team that supports technical functions and provides administrative support functions for countries that fall under RHAP's management oversight. This position will perform the following key functions:

- Support the administration of the *Technical Support to PEPFAR Programs in the Southern Africa Region (TSP)* Agreement. The TSP is a five year Cooperative Agreement, with a total budget of \$70 million.

- Develop outreach and marketing materials for the TSP Agreement, and for RHAP programs. This will include drafting correspondence, briefing books, documents, and PowerPoint presentations for internal and external audiences.
- Support technical, and administrative functions within RHAP, these duties will include initiating incremental funding actions in Global Acquisition and Assistance System (GLAAS) for TSP, filing (electronic and hard copy) for TSP, assisting with the tracking of buy-in and the overall TSP budget.
- Travel to countries supported by RHAP in the region to provide administrative support and back up as requested by the RHAP Office Director.

Major Duties and Responsibilities:

1) Support the Administration of the TSP Award – 50%

Administrative functions for TSP include initiating incremental funding actions in Global Acquisition and Assistance System (GLAAS); filing (electronic and hard copy) for TSP; tracking of buy-in and the overall TSP budget; receive TDY requests from PEPFAR programs in the region, schedule TDYs that can be carried out by RHAP technical staff, and send others to the TSP implementing partner for action; assist the TSP Coordinator to create and maintain TDY schedules for RHAP technical staff; coordinate the RHAP weekly and monthly TDY schedules with that of the TSP, and maintain the RHAP travel calendar on a weekly/monthly/quarterly basis. Assist the TSP Coordinator to track buy-in funding for the TSP from PEPFAR programs in the region, assist the AOR in monitoring activity performance, obligations, expenditures, pipelines and mortgages. The Project Management Assistant will be requested to go on occasional travel as requested by the RHAP Office Director and AOR for TSP, and must generally be cognizant of all actions related to the implementation of TSP.

2) Develop Outreach and Marketing Materials for the TSP Agreement, and for RHAP programs - 20%

The Project Management Assistant will lead the development of outreach materials for the TSP and will support RHAP and the TSP AOR by being involved, and at times leading the drafting of correspondence, briefing books, documents, and PowerPoint presentations for internal and external audiences. The job holder will be required to be involved in the preparation for occasional VIP visits, and be involved in the preparation of itineraries, and providing briefings on status of RHAP technical assistance. The Program Assistant will support the coordination of data and preparation of special reporting requirements for TSP for USAID/Washington.

3) Support technical, and administrative functions within RHAP – 20%

This position will perform other RHAP administrative functions such as preparing travel in E2 for RHAP staff, taking minutes in RHAP meetings, and other duties as directed by the RHAP Office Director.

4) Provide administrative support and back up to countries managed and supported by RHAP in the region - 10%

The Project Management Assistant will be requested and as the need arises, to provide in person and/or virtual support to countries that RHAP supports in the region with administrative support and back up as requested.

Required Qualifications

Education: Bachelors Degree in Public Health, Development, Social Sciences, or related disciplines, is required.

Prior Work Experience: At least three years of progressively responsible activity management experience in the form of programs or projects is required.

Post Entry Training: USAID training related to program and project administration such the E2, GLAAS, PFA, etc.

Language Proficiency: English language fluency (Level IV English), in oral, reading and written communications, is a requirement for this position.

Knowledge: A sound knowledge of the concepts and principles of development is required. A sound knowledge of host-country economic, social, cultural and political characteristics is desired. A thorough knowledge of USAID, US Government or other donor agencies policies and procedures, regulations, and documentation is required. Must have good knowledge of and understanding of PEPFAR Guidelines.

Skills and Abilities: The incumbent must have an advanced working knowledge of MS Office, specifically MS Word, PowerPoint, and Excel. The incumbent must also possess strong interpersonal/teamwork skills, and the ability to collaborate well with others, in this instance RHAP's management and Technical Advisors; must have strong organizational/prioritization skills; project administration and financial tracking skills; ability to operate independently with limited direct supervision of day-to-day activities; ability to prepare documentation related to project planning and implementation in a clear manner and according to professional standards; ability to work under pressure. Ability to independently deal with moderately complex information, innovative problem solving and ability to plan ahead (approximately six months) and pay attention to detail.

Position Elements:

Supervision Received: The position reports to the (TSP) Program Management Specialist. S/he is expected to work independently in carrying out responsibilities. S/he is expected to develop annual work objectives in consultation with the supervisor. The job holder keeps the supervisor apprised and briefed on all the developments pertaining to the TSP award and takes direction as directed by the supervisor.

Supervision Exercised: The supervision of other USAID staff is not contemplated.

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, and other guidelines as may be pointed out by the RHAP Office Director or his designee.

Exercise of Judgment: The incumbent must exercise a high degree of sound judgment in handling all aspects of project management and development actions as outlined.

Authority to Make Commitments: The incumbent is not authorized to make direct commitments by signing documents approving the use of USG resources, but is fully responsible for, and is expected to provide all local project management expertise and appropriate recommendations to Mission management.

Nature, Level, and Purpose of Contacts: Regular contact with RHAP's management, and management of the TSP implementing partner. Regular contact with mid-level to upper level technical and managerial personnel in USAID health offices in the region, the regional HIV/AIDS community e.g. SADC, US Embassies in the region, CDC, and O/GAC, and other donor organizations.

Time Expected to Reach Full Performance Level: One Year

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.

Point of Contact:

Gugu Mbambo, Telephone: (012) 452-2225

Lydia Mosaka, Telephone: (012) 452-2055

Penny Mamabolo, Telephone: (012) 452-2058

Only short-listed candidates will be acknowledged.

Closing date for this position: February 12, 2016 (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.