



USAID | SOUTHERN AFRICA

Reference No.: 674-16-1009

Position/Salary Range: Project Management Specialist – Technical Coordinator.
FSN-11: R519,833.00 – R727,766.00 (Full Performance – Basic Salary)
FSN-10: R443,542.00 – R620,961.00.00 (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 positions.

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 oversight 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).

The Project Management Specialist – Technical Coordinator – will perform the following four key functions within the office:-

- 1) Manage as the Agreement Officer's Representative (AOR), the Technical Support for PEPFAR Programs in the Southern Africa Region (TSP) and other RHAP Agreements, as designated by the RHAP Office Director and the Agreement Officer. In this role, oversees the achievement of technical and programmatic results and objectives.
- 2) Coordinate the scheduling, sequencing and timing of RHAP's technical assistance to the region.
- 3) Coordinate, lead and facilitate the outreach to market RHAP technical services in the region and beyond.
- 4) Participate in RHAP program design and project implementation as per the USAID project cycle, policies, and regulations.

Major Duties and Responsibilities

- 1.) **AOR of the** Technical Support for PEPFAR Programs in the Southern Africa Region (**TSP**): **50%**
The holder of this position, as AOR of TSP, is expected to be well informed of all the priority technical areas of the TSP award and have the technical ability to oversee the delivery of appropriate technical

assistance and oversee the achievement of results. The AOR of TSP is expected to fulfill all the duties and responsibilities as laid out in the AOR designation letter that will be issued to him/her. The job holder is expected to keep regular contact with the TSP Chief of Party and other senior program staff identified by the TSP implementer. The AOR of TSP must work as part of a team with the Agreement Officer (AO), and the assigned agreement specialists to ensure that USAID exercises prudent management over its assistance funds. This position will include close collaboration with colleagues from support offices such as the Regional Program and Project Development Office (RPPDO), the Regional Financial Management Office (RFMO), and the Regional Legal Office (RLO).

The incumbent must maintain frequent liaison and direct communications with the TSP implementing partner. S/he must thoroughly understand the purpose, terms, conditions, and respective roles and responsibilities of the implementing partner, the AO and the incumbent's role as AOR to ensure the TSP accomplishes its purpose. It is envisaged that throughout the five year life span of the TSP, the majority USAID Missions with PEPFAR programs in the region, will have bought into the TSP. Managing and tracking the buy-in funding that will come from USAID Missions for TSP, requires experience with budget tracking and oversight.

2.) Coordinator of Regional HIV/AIDS Program's (RHAP) Technical Assistance: 30%

Coordinating RHAP's Technical Assistance involves directing the TA schedules of RHAP's Technical Advisors, towards technical assignments requested by USAID Missions in the region. RHAP's Technical Advisors are senior and experienced in their roles, coordinating their TA schedules will require collaboration and willingness to learn and listen to them. The role includes working collaboratively with all RHAP's staff, including the USAID PEPFAR Directors in Lesotho and Swaziland to schedule TDYs as requested; and liaising with the RHAP Country Team Lead and HIV/AIDS Regional Advisor in the Bureau for Global Health/Office of HIV/AIDS (GH/OHA).

3.) Outreach and Marketing for the Technical Support for PEPFAR Programs in the Southern Africa Region (TSP): 10%

The TSP award will provide frequently sought HIV-related technical and program assistance to USAID missions in the region. TSP outreach will include success stories to Washington and to the region. The Project Development Specialist is expected to reach out to relevant Support Offices, specifically the Development Outreach Officer (DOC) at the Regional Program and Project Development Office (RPPDO), to design and draft outreach and marketing materials for the TSP. The DOC will also guide the job holder in terms of USAID regulations related to outreach and marketing. 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. Further, the Project Development Specialist will take the lead on coordination of data and preparation of special reporting requirements for TSP for USAID/Washington

4.) Regional HIV/AIDS Program (RHAP) Program Design and Project Implementation: 10%

The job holder will have program and project design responsibilities because technical assistance related to program design is one of the more consistent requests received by RHAP, when five year programs come to an end, or when PEPFAR programs pivot their agreements. The position will work collaboratively with the RHAP backstop at the Regional Program and Project Development Office (RPPDO) to apply the latest guidance on program design to the implementation of PEPAFR programs in the region.

Required Qualifications.

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

Prior Work Experience:

Demonstrated 6-8 years of progressively responsible activity management experience in the form of programs or projects, is required. Preferably two years with a U.S. Government agency. Experience with program management, budget tracking and procurement is beneficial.

Post-Entry Training: On-the-job training by USAID financial staff is required. The following formal training opportunities covering U.S. government financial regulations and USAID policies and procedures should be taken as soon as possible:

- U.S. Appropriations Law

- USG Travel Policy, Regulations and Allowances
- USAID Accounting Seminar
- USAID Voucher Examination
- Supervisory Skills
- USAID Financial Analysis Seminar
- USAID Financial and Audit Management Overview

Language Proficiency: Level IV proficiency in written and spoken English is required. Level IV (fluent) English is required. Demonstrated fluency in written and spoken English (Level IV – Modern Standard) is required. At Level IV, an employee is required to possess a high degree of proficiency in written and spoken English.

Knowledge: While mastery of USG- and USAID-specific regulations, policies, and procedures, as identified below, are required for the incumbent to perform successfully at the full performance level, this knowledge can be acquired on the job. Preferential consideration may, however, be given to those who can demonstrate mastery of some aspects of USG regulations, policies, or procedures.

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. This position requires the incumbent to have good knowledge and understanding of the President's Emergency Plan for AIDS Relief (PEPFAR) guidance and directives and the USAID management guidelines contained in the Automated Directives System (ADS). This position also requires knowledge and understanding of USAID financial management and contracting systems and practices; extensive judgment in planning and carrying out tasks; and strong organizational, interpersonal and team-building skills. This position requires the ability to work independently, resourcefulness and initiative.

Skills and Abilities:

The incumbent must 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. The incumbent must also demonstrate ability to independently deal with moderately complex information, innovative problem solving and ability to plan ahead (approximately six months) and pay attention to detail. The incumbent must also have standard working knowledge of MS Office, specifically MS Word, PowerPoint, and Excel.

Evaluation Criteria and Weights:

1. Education/Weighted 5% based on initial application review;
2. English Language Skills/Weighted 20% based on application review, written assessment, and interview;
3. Prior Work Experience/Weighted 15% based on application review and interview;
4. Knowledge/Weighted 30% based on written assessment and interview; and
5. Skills and Abilities/Weighted 30% 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, work experience, and English writing fluency requirements are met;
 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 skills 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.
 - 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 Africans and South African permanent resident permit holders. USAID/SA management will consider nepotism/conflict of interest, budget, 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 Project Management Specialist – Technical Coordinator 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:

All interested and eligible candidates should visit 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:

Penny Mamabolo: Telephone: (012) 452-2058
Theresa Owusu, Telephone: (012) 452-2358
Gugu Mbambo, Telephone: (012) 452-2225

Only short-listed candidates will be acknowledged.

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.