



USAID | SOUTHERN AFRICA

Reference No.: 674-17-1021B

Position/Salary Range: **Project Management Specialist –Policy and Program**
EER FSN-11: E699, 404.00 – E1, 049,105.00(Basic Salary),
Non-cash benefits include medical and pension

Note: This is a re-advert and those who previously applied must re-apply.

This is open to: All interested Candidates.

Location: USAID, US Embassy
PEPFAR/USAID Swaziland Office (RHAP)
Mbabane, Swaziland

Opening: March 09, 2018
Closing: March 30, 2018

Work Hours: Full-Time; 40 hours/week

ALL CCNs (COOPERATING COUNTRY NATIONALS) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID/Swaziland, 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:

USAID/Swaziland has a staff of seven individuals who work as part of an interagency PEPFAR team responsible for managing and implementing a complex in HIV/TB program with an annual budget of approximately \$60 million, of which USAID/Swaziland manages \$40 million annually. The USAID portfolio covers the entire spectrum of the HIV response. USAID/Swaziland is supported and overseen by USAID/Southern Africa.

The basic functions of the position contain three key sets of responsibilities:

The Project Management Specialist for Program and Policy Analysis will provide broad cross cutting strategic, technical, managerial, and programmatic skills across the HIV continuum including: HIV testing and counseling, Prevention, voluntary male medical circumcision, HIV care and treatment, orphans and vulnerable children services, key populations, and community engagement. The incumbent will assist USAID/Swaziland to navigate the complexities of Swaziland's government structures, policies, and cultural context to accelerate USAID/Swaziland's progress and program outcomes in achieving epidemic control. The incumbent will support the USAID/Swaziland Country Director in the oversight of the entire USAID/Swaziland portfolio (~\$40 million annually); across all the program areas, as well as program financing. S/he will work closely with the USAID/Swaziland Country Director to provide strategic program guidance and policy recommendations. S/he will supervise the program budget specialist. The Project Management Specialist for Program and Policy Analysis will be an Agreement/Contracting Officer's Representative and/or Activity Manager for multiple USAID awards in various program areas of the HIV continuum.

Working as part of the core USAID/ Swaziland team, and the broader U.S. Government (USG), PEPFAR team in Swaziland, as well as interface with the Office of the Global AIDS Coordinator, Global Fund, civil society, international organizations, the private sector, and the Government of the Kingdom of Swaziland (GKoS), the Project Management Specialist for Program and Policy Analysis will be responsible for:

- Strategic, Technical and Policy Program Guidance. Working closely the USAID/Swaziland Country Director and Deputy Director, s/he will provide strategic, technical and policy program guidance across the USAID portfolio. This will include supporting the team to assess strategic program directions, assure implementation of GKoS and USG program policies, and technical directions.
- Project Management: Depending on specific skill set and experience, the incumbent will manage a number of USAID-funded projects ranging from \$ 2-7 million per year, in the various areas across the continuum of HIV/TB. This could include aspects of health systems strengthening, care and treatment, communication, population specific interventions, and other.
- Budget Tracking and Analysis. Working closely with the USAID/Swaziland Deputy Country Director and the Program Budget Specialist, as well as with budget support specialists in the USAID/Southern Africa Regional Office and USAID/Washington, s/he will provide support on overall budget considerations and directions.

Major Duties and Responsibilities

Specific Tasks and Objectives:

1. Strategic, Technical and Policy Program Guidance (50%)

The **Project Management Specialist – Program and Policy Analysis** will provide strategic, programmatic and technical guidance to the Swaziland PEPFAR HIV portfolio in collaboration with USAID/Swaziland Country Director and Deputy Director and other team members.

This may include:

- Representing USAID with GKoS, multi-lateral, and bilateral donors at senior level meetings and engagements. The GKoS senior level officials may include but are not limited to: the Monarchy, Prime Minister (PM), Deputy PM office, Secretary of Cabinet, various Ministers and Principal Secretary's across multiple sectors and ministries (e.g. Finance, Health, Education, Tinkhundla, Public Service), Regional Administrators (equivalent to governor) and Regional Principal Secretaries, Tinkhundla officials, members of Parliament, as well as traditional structures (Chiefs and Inner Council).
- Consulting with Senior GKoS officials (at all levels) in order to advise the USAID/Swaziland Country Director and Deputy Director and team members on strategic program and policy direction, and approaches to navigate the complex socio-political environment to un-block bottlenecks to progress and ensure that USAID programs will be more efficient, effective, and impactful.
- Working closely with multi-lateral organizations, GKoS, private sector, and civil society to assure that USAID/Swaziland's programs are complementary to other HIV/TB programs/initiatives and leverage support for USAID programs.
- Advising USAID/Swaziland and PEPFAR Swaziland team on ways to navigate stalled programming and find common ground to resolve programmatic/political issues.
- Working closely with the Strategic Information and Program Officers to analyze and synthesize program data; and assist GKoS officials at all levels to process and utilize available data to inform evidence-based policy and programming decision-making.
- Staying abreast of state-of-the-art HIV/TB approaches and programming including relevant research, best practices, emerging technologies, as well as OGAC and USAID policies and procedures on the spectrum of HIV/TB programs in order to advise USAID/Swaziland Country Director and Deputy Director and technical Program Officers on approaches towards improving program impact and efficiency.
- Engaging with senior GKoS officials, U.S. government officials, USAID/Swaziland Country Director and Deputy Director, and PEPFAR technical staff to guide the development and negotiation of new strategies and program designs.
- With the USAID/Swaziland Country Director and Deputy Director supporting oversight and accountability to assure USAID policies, procedures, and regulations are enforced.
- Working with the regional and headquarters finance offices and the USAID/Swaziland program budget specialist to provide overall budget analysis and guidance to the USAID/Swaziland Country Team and the interagency PEPFAR team.

2. Project Management (35%)

This may include:

- Serving as Activity Manager and/or Agreement/Contracting Officer's Representative (AOR/COR) for multiple cooperative agreements and grants with the ability to provide overall management, technical guidance and leadership to implementing partners within the USAID/Swaziland's portfolio.
- Conducting routine monitoring and evaluation of project progress by reviewing technical documents and reports, completing site visits, completing site improvement monitoring visits, engaging in one-on-one reporting, and meeting with key counterpart officials. Ensure that implementing partners have feasible, results-oriented, gender-sensitive work plans and sound management and financial plans in place; that activity implementation is proceeding in accordance with the approved Country Operation Plan (COP) and implementation is proceeding as per the condition of the awards.
- Preparing and presenting position papers to the PEPFAR team, OGAC, USAID technical offices, GKoS, multi-lateral organizations and other stakeholders using local evidence, best practices and current scientific research.
- Leading project development process for the HIV portfolio, for yearly process such as the COP, quarterly, semi and annual program reports and other necessary documents.
- Ensuring that all program documentation meets both USG requirements and audit inspection standards. This includes analyzing and providing guidance to the USG HIV/TB Team on what kind of documentation is required based on regulations; on requests/guidance from USAID/Swaziland, OGAC and USAID/Washington; on ADS and other relevant guidance; and on the experience of previous audits.
- Ensuring that documentation of activities is prepared with input from the GKoS, other stakeholders, the interagency PEPFAR team members and implementing partners; and is submitted in a timely fashion for review and clearance.

3. **Budget Tracking and Analysis (15%)**

This may include:

- Performing budget formulation duties for the USAID/Swaziland portfolio, including preparing detailed analyses and estimates of annual funding needs for one or more future budget years of PEPFAR funding.
- Monitoring obligations, commitments, expenditures, and results against targets.
- Ensuring that the budget system is used effectively as an evaluating tool in measuring program performance and effectiveness.

Required Qualifications.

Education: Masters' degree or equivalent degree in public policy, public administration, clinical services, international development, public health, or related field.

Prior Work Experience: Minimum 7 - 10 years of work experience in HIV/TB, technical/strategic program oversight, design and implementation of in Swaziland or Southern Africa. Relevant experience in design, planning and negotiating complex health related programs and/or policies with government of Swaziland. Documented experience in preparing concise program documents and presentations (e.g. concept notes, position papers, portfolio briefers, Powerpoint presentations). Demonstrated relevant experience working or collaborating with other donors, governments and international organizations; strategic planning and design of programs intended to support and develop national systems.

Knowledge and experience: **Extensive demonstrated** knowledge and experience in HIV programming and latest research and policies to address different aspects of the HIV epidemic. Extensive knowledge of Swaziland-specific HIV strategies, policies, the epidemic and effective programming to attain epidemic control. Knowledge of the GKoS structures at all levels and demonstrated experience working effectively with the host government. Knowledge of PEPFAR; global partners such as UNAIDS, WHO; GFATM; UNICEF; World Bank, etc.; regional institutions like SADC; and other regional and national health program partners.

Skills and Abilities:

The incumbent must possess strong interpersonal/teamwork skills, and the demonstrated ability to collaborate well with technical and senior leadership of diverse organizations. Incumbent must have strong organizational and time management skills; project design, management and administration skills, and ability to operate independently with limited direct supervision on day-to-day activities; ability to prepare documentation related to project design, planning and implementation in a clear manner and according to professional standards; and ability to work in a fast moving highly charged environment with multiple competing tasks and to work under pressure. Must have ability to independently analyze and synthesize complex information, have innovative problem solving, and be able to plan ahead, and pay attention to detail. The incumbent must have standard working knowledge of MS Office, specifically MS Word, PowerPoint, and Excel.

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

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 the USAID Mission.

Applicability:

This position is open to all interested Candidates. USAID/Swaziland 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 – Policy and Program will be compensated in accordance with the U.S. Mission to Swaziland's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, pension fund, and medical aid subsidy. The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

All interested and eligible candidates may send their application by e-mail to: Mbabane_HRRRecruitment@state.gov, or hand deliver to the US Embassy in Ezulwini attention to the Human Resource Office. **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.

Only short-listed candidates will be acknowledged.

Point of Contact:

Denise Mziyako Telephone: +268 2417 9692
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The U.S. Mission in Swaziland 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.

Definitions

CCNs (Cooperating Country Nationals (OR)) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.