



# USAID | SOUTHERN AFRICA

<b>Reference No.:</b>	674-15-1008
<b>Position/Salary Range:</b>	<b>Project Development Specialist – TB</b> FSN-11: R407,533.00 – R570,542.00 (Full performance - Basic Salary) FSN-10: R354,988.00 – R496,987.00 (Trainee level - Basic Salary) <b>Additional benefits include miscellaneous allowance, medical and pension fund subsidy and housing and dependents' education assistance subject to qualification.</b>
<b>Open To:</b>	All South African citizens and permanent residents with valid work permits at the time of application.
<b>Location:</b>	USAID/Southern Africa Health Office (HO) Pretoria, South Africa
<b>Opening:</b>	January 8, 2014
<b>Closing:</b>	January 22, 2015
<b>Work Hours:</b>	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 Development Assistance Specialist serves as a key advisor on health issues, especially integrated TB/HIV program 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 TB/HIV activities supported by the Mission. This will entail monitoring and evaluating TB/HIV activities, oversight of significant portions of the \$15 million TB/HIV 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 Department of Health, CDC and international cooperating agencies.

The incumbent is delegated all authorities and responsibilities commensurate with a Cognizant Technical Officer (CTO) for instruments. 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 appropriateness of contract modifications and submits recommendations to the Senior Acquisition and Assistance Specialist. The incumbent negotiates directly with counterpart officials and with the contractor 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 TB/HIV partners. The incumbent oversees monitoring and evaluation of TB/HIV projects by receiving technical documents and reports, visiting the field at least twice per month, and by engaging in one-on-one reporting and meeting with key counterpart officials.

The Development Assistance Specialist is responsible for coordination of USAID TB/HIV activities. TB/HIV is a cross-cutting intervention that is integral to all HIV/AIDS activities. Therefore, the incumbent is required to work closely with several CTO's and activity managers to harmonize USAID TB/HIV 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 TB/HIV Working Group (TWG) and will also participate on the Counseling and Testing (CT), Care and Support, Human Capacity Development (HCD), and Public-Private Partnerships (PPP) TWG's. The incumbent is supervised by Care, Treatment and TB Team Lead and under the technical direction of the TB Program Manager. The position is in the USAID Pretoria, South Africa office.

### **Major Duties and Responsibilities**

The Development Assistance Specialist-TB, is a critical member of the Health Office team and will play an important role in ensuring that the US Government's millions of dollars invested in the fight against TB and HIV/AIDS are being used effectively and efficiently to develop a sustainable high quality care and treatment program.

His/her specific responsibilities include, but are not limited to, the following:

#### **A. Program/Project Development**

As the Development Assistance 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 TB/HIV 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 provide work guidance to one administrative assistant in their organization. The incumbent liaises with other offices of the Mission, the 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 TB/HIV joint activities. S/he plays a crucial role on the team in the design of strategies for new development activities.

#### **B. Project Management**

The incumbent serves as the CTO for TB/HIV acquisition and assistance instruments. 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 Senior Advisor for HIV and AIDS, Chief Health Development Officer, 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. In addition, the incumbent conducts monitoring site visits as per OGAC guidelines.

#### **C. PEPFAR/OGAC Technical Working Groups**

The incumbent plays an active leadership role in the USG PEPFAR Technical Working Groups. The TWG's 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 TB/HIV TWG and participates in and helps to facilitate TWGs for CT, HCD, and PPPs. The incumbent also closely liaises with all other HIV/AIDS program areas. In addition, the incumbent liaises with OGAC on critical issues involving monitoring and evaluation activities, reporting requirements, and startup and scale-up of activities.

### **Required Qualifications at the Full Performance Level:**

#### **Education:**

A relevant bachelor's degree in public health, health policy, public policy, public administration, and social work as well as other health-related fields is required. A master's degree in a relevant field preferred.

**Prior Work Experience:**

Five to seven (5-7) years relevant work experience. Relevant work experience for this position is experience in program/ project management. Experience with monitoring and evaluation is strongly desired.

**Post Entry Training:**

As a COR, the incumbent must have COR certification before placed on the full performance level of the position. The incumbent will undergo on-the-job technical training in support of the management and evaluation of programs and projects in development assistance.

**Language and Communication Proficiency:**

Excellent English (minimum of a Level IV (fluent)) writing, speaking and listening ability is required. English language written skills will be evaluated in the initial review of an applicant's submission by a review of the cover letter and of the CV itself as well as in the testing phase. Oral English skills will be evaluated in the interview phase.

**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.

**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 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.

**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 25% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 25% 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 and English writing fluency requirements are met; and
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 skill test that might be deemed appropriate;
3. a personal or telephone/DVC 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. 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 Section 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 with valid work permits at the time of application. 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 Project Development Specialist - TB 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 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 following instructions and submit your application through one of the channels mentioned below:

1. Ensure that your application is accompanied by a **cover letter**,
2. Include a CV of no more than **4 pages**, and
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](http://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.

OR

2. E-mail:

[jobapplications@usaid.gov](mailto:jobapplications@usaid.gov)

jobapplications(at)usaid.gov

**Point of Contact:**

Penny Mamabolo, Telephone: (012) 452-2058

Theresa Owusi, Telephone: (012) 452-2358

Paula Vernon, Telephone: (012) 452-2028

**Only short-listed candidates will be acknowledged.**

**Closing date for this position:** January 22, 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.