USAID | SOUTHERN AFRICA
FROM THE AMERICAN PEOPLE

Reference No.:	**674-15-1006**
Position/Salary Range:	**Project Development Specialist – Transition & Sustainability** **FSN-11: R407,533.00 – R570,542.00 (Full performance - Basic Salary)** **FSN-10: R354,988.00 – R496,987.00 (Trainee level - Basic Salary)** **Additional benefits include miscellaneous allowance, medical and pension fund subsidy, housing allowance and dependents' education assistance subject to qualification.**
Open To:	All South African citizens and permanent residents with valid work permits at the time of application.
Location:	USAID/Southern Africa Health Office (HO) Pretoria, South Africa
Opening:	January 8, 2015
Closing:	January 22, 2015
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 US government, in partnership with the South African Government (SAG), has supported the massive scale up of Antiretroviral Treatment (ART) related services in South Africa. The challenges and needs for maintaining and expanding quality ART, Prevention of Mother to Child Transmission (PMTCT), and HIV/TB services continue to be demanding. This program builds upon previous President's Emergency Plan for AIDS Relief (PEPFAR) support under the USAID HIV clinical services and antiretroviral treatment program to ensure continuing capacity building to the South African National Department of Health (NDOH) to improve and expand comprehensive HIV/AIDS and TB services to existing and future clients receiving HIV/AIDS care, support and treatment. This program will provide funding to South African organizations to assist the SAG to strengthen comprehensive HIV/TB care and treatment services and to support PEPFAR's transition from direct service delivery to capacity building across HIV/TB prevention, care, quality laboratory services and ART programs in selected districts.

Since 2004, USAID has supported HIV-related clinic-based services, including HIV Counselling and Testing (HCT); Provider initiated care and treatment (PICT); PMTCT; adult and pediatric treatment, care, and support; HIV/TB; prevention with positives; and nutrition services. During the past five years, USAID has promoted an integrated, comprehensive approach to service delivery for these interventions and maternal, child, and reproductive health services. In March 2010, PEPFAR initiated the process of negotiating a Partnership Framework (PF) (See Attachment III) and Implementation Plan (PFIP) with the SAG. The purpose of this five year PF (2012–2017) is to improve the effectiveness and the sustainability of the South African national HIV and TB response. The PF lays the foundation for PEPFAR/SA operations to move from an emergency response to a more sustainable approach characterized by financial and technical support for service delivery, performance management, and systems strengthening priorities. The SAG's HIV and AIDS priorities, to which the PF will be aligned, are based on the SA Minister of Health's Negotiated Service Delivery Agreement (NSDA).

As USAID and PEPFAR move forward with the transition from direct service delivery to a capacity building and health systems strengthening approach, the program will build upon lessons learned and in-depth experience in clinical services. PEPFAR/SA will continue to work closely with the SAG on issues of task-shifting and development of new cadres of health professionals as part of a Health Systems Strengthening (HSS) effort. PEPFAR/SA support improves the capacity of the SAG to financially manage and budget the HIV national response. PEPFAR/SA is focusing on assisting the government with costing the NSP and the NSDA; building greater financial management capacity with special emphasis on the procurement and tendering process; and assisting the SAG to enhance resource mobilization in the private sector, civil society, and with other donors. PEPFAR/SA is also supporting the expanded use of costing and expenditure analysis for country-level planning and to assist in identifying and achieving efficiencies in treatment provision. In the area of Strategic Information (SI), PEPFAR/SA is aligning PEPFAR-supported data management, reporting and indicator systems with those of the SAG. The SI strategy enhances the availability of quality data at all levels of activity through a more unified approach aligned with the SAG's systems.

Major Duties and Responsibilities

The Project Development Specialist-Transition and Sustainability, 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 HIV/AIDS are being used effectively and efficiently to develop a sustainable high quality care and treatment program.

Specific responsibilities include, but are not limited to, the following:

1. Serve as Project Development Specialist-Transition and Sustainability and as a senior subject matter expert on issues of sustainability, country ownership, cost benefit and capacity building.
2. Serve as Contracting Officer Representative (COR) and/or Agreement Officer Representative (AOR) 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.
3. Coordinate activities between the PEPFAR/SA team, implementing partners, and provincial government to enable strategic planning and coordination, reduce duplication, support alignment, and address service delivery gaps.
4. Coordinate and prioritize activities and information outcomes to meet the needs of SAG and implementing partners. Assist in strategic design and implementation of diverse sustainability issues, including human capacity development, human resource absorption, patient outcomes, monitoring systems, supply chain initiatives and others.
5. Establish innovative partnerships and linkages with global and bilateral agencies, foundations, and/or corporations and governments to strengthen programmatic linkages.
6. Ensure compliance of USAID/South Africa health and HIV programs with South African Government and US Government policies and guidelines.
7. Provide guidance to the Health Team regarding sustainable integration of Care and Treatment components including: PMTCT, TB, Adult and Pediatric Treatment, Adult and Pediatric Care and Nutrition.
8. Establish and maintain close working relationships and technically represent USAID at all levels of staff at relevant USAID operating units, implementing partners, the Office of the Global AIDS Coordinator, Centers for Disease Control and Prevention, US Department of Health and Human Services, and other agencies involved with HIV/AIDS activities.
9. Represent USAID to external organizations and audiences at key professional meetings and conferences as assigned.
10. Represent USAID on donor committees/working groups.
11. Other tasks or responsibilities may be assigned based on organizational and programming needs and the Technical Specialist's own interests and area of expertise.

Required Qualifications at the Full Performance Level:

Education:

Master's degree in public health management or related discipline is required.

Prior Work Experience:

Minimum five years' experience with HIV/AIDS Care and Treatment Program especially in the provision of technical assistance.

Post Entry Training:
As a COR/AOR, the incumbent must have the relevant certification before being 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:
English language fluency (Level IV English), both in oral and written communications, is a requirement for this position. 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 Curriculum Vitae itself as well as in the testing phase. Oral English skills will be evaluated in the interview phase.

Knowledge:
- In depth knowledge of SAG treatment program, policies, guidelines, national care standards, District Health Information system.
- Knowledge of human capacity development and systems strengthening.
- Knowledge of technical issues that arise in HIV/AIDS Care and Treatment.

Skills and Abilities:
- Demonstrated ability to quickly assess and synthesize large amounts of detailed information into clear, coherent supply chain strategies for large, complex organizations.
- Strong analytical and quantitative skills required.
- Logical, systems thinker and clear communicator.
- Ability to work independently with light supervision.
- Ability to work within diverse teams.
- Strong interpersonal communication and excellent oral presentation and writing skills.
- Ability to travel regularly within South Africa and at times internationally.

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 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 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 - Transition and Sustainability 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 housing and 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 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
   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:
   jobapplications@usaid.gov
   jobapplications(at)usaid.gov

Point of Contact:
Penny Mamabolo, Telephone: (012) 452-2058
Paula Vernon, Telephone: (012) 452-2028
Theresa Owusu, Telephone: (012) 452-2358

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.

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.