

**JOB VACANCY ANNOUNCEMENT
DEMOCRACY, GOVERNANCE AND CONFLICT SPECIALIST
(USPSC/TCN)
OFFSHORE**

1. **Solicitation Number:** SOL-625-16-000005
2. **Issuance date:** 06/22/2016
3. **Closing date/time at USAID/Senegal:** 07/13/2016 at 17:00 pm (Senegal Time)
4. **Position title:** HEALTH OFFICER
5. **Market value:** GS 14 (\$87,263 – 113,444)
Final compensation will be negotiated within the listed market value based upon the candidate's past salary history, work experience and educational background.
6. **Organization Location of Position:** Ouagadougou, Burkina Faso
7. **Direct Supervisor:** USAID/Burkina Faso Country Representative
8. **Supervisory Control:** None
9. **Period of Performance:** Immediate upon receipt of security/medical Clearances.
*(The duration of the US Personal Services Contract will be for **One (01) Year**), with options of extensions subject to satisfactory performances, availability of funds and Washington's approval).*
10. **Place of Performance:** Ouagadougou, Burkina Faso
11. **Security Access:** Employment Authorization
12. **Area of Consideration:** U.S. Citizens or Third Country Nationals
13. **Work Schedule:** 40 Hours Workweek

I. BACKGROUND:

USAID/Burkina Faso is seeking a Health Officer who will support the design, implementation and monitoring of its health programs. Burkina Faso offers the opportunity to address some of the greatest public health challenges of our time. USAID/Burkina Faso manages a dynamic and growing health program that includes activities related to malaria, nutrition, resilience, family planning/reproductive health, maternal & child health and infectious disease. The Mission works closely with the Government of Burkina Faso (GoBF), inter-agency partners, other donors, implementers and civil society. USAID/Burkina Faso also works closely with Agency colleagues in Washington, DC and the region.

II. POSITION OVERVIEW:

The Health Officer will serve as USAID's advisor on health-related issues. The Health Officer will advise and support USAID/Burkina Faso colleagues managing the President's Malaria Initiative (PMI) program, which is increasing significantly in size and complexity now that Burkina Faso has been selected as a PMI focus country. The Health Officer will also help oversee the health-related aspects of USAID's resilience program, which includes an increased focus on nutrition and family planning. As a focus country for the Global Health Security Agenda (OHSA), the Health Officer will work closely with inter-agency and host government partners to prevent, detect and respond to infectious disease outbreaks. The Health Office will also serve as the in-country focal point for a variety of regional activities managed out of USAID offices in Accra, Dakar and Washington, DC. The Health Officer will liaise closely with the GoBF throughout program design, implementation and monitoring.

III. ROLES AND RESPONSIBILITIES

In close collaboration with USAID technical staff based in Niger and the region, the Health Officer will monitor and manage USAID's health programs in Burkina Faso. S/he will:

Program Management and Oversight (40 percent)

- Monitor the performance of health activities through regular site visits, review of technical reports and regular interaction with implementing partners.
- Liaise with implementing partners to jointly identify solutions to program implementation challenges.
- Work closely with USAID colleagues in Accra, Dakar and Washington, DC to jointly manage regional health-related activities.
- Ensure that partners' activities are aligned with GoBF policies and international best practices.
- Ensure that USAID's health activities are adequately tailored to the Burkinabe context.

- Participate in review of annual workplans, monitoring & evaluation plans and technical reports.
- Participate in evaluations of health activities and ensure their inclusion in the regional learning agenda for resilience.
- Prepare updates, briefing papers, reports and press releases as assigned.

Technical Assistance & Backstopping (30 percent)

- Assist in the design of new health-related activities as needed and ensures that new interventions are consistent with Global Health policies and priorities.
- Strengthen data collection efforts for the Ouagadougou Partnership and Family Planning 2020.
- Advise USAID on complex policy issues related to the implementation of health activities.
- Provide technical input on GoBF policies, guidelines and strategies.
- Provide in-depth analysis of project evaluations, performance data and reporting documents.
- Identify innovative approaches to improving the health of the Burkinabe population and participate in the execution and assessment of these activities.

Representation & Coordination (30 percent)

- Develop/maintain relationships with USAID's Sahel Regional Office in Dakar, Regional Health office in Accra and Global Health Bureau in Washington, D.C.
- Serve as USAID's health representative by establishing and maintaining contacts with G oBF, other donors, international organizations, implementers and other civil society organizations.
- Maintain contact with senior management officials of the embassy, other USG agencies, bilateral and multilateral organizations and diplomatic missions.
- Represent USAID and provide technical leadership at inter-agency OHSA discussions.

IV. REQUIRED QUALIFICATIONS AND LEVEL OF EFFORT

In order to be considered for this position a candidate must meet the Required Minimum Qualifications listed below. Consideration and selection will be based on panel evaluation of Required Minimum Qualifications, and Evaluation Factors. Additionally, interviews and writing samples may be requested. Applicants are encouraged to write a brief appendix to a resume, OF- 612 to demonstrate how prior experience and/or training addresses the Required Minimum Qualifications and Evaluation Factors listed below:

Education/Experience Required for the Position:

- A minimum of a Master's degree or equivalent in public health (MPH), social sciences, and/or in a related field.
- At least five years of progressively responsible experience in the design and management of health programs, with a preference for experience in the Sahel.

V. PLACE OF WORK

USAID/ Country Office, Ouagadougou, Burkina Faso

VI. SELECTION FACTORS

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest ranking applicants may be selected for an interview.

Education (15 points):

A minimum of a Master's degree in or equivalent in public health (MPH), social sciences and/or in a related field.

Work Experience (30 points):

The Health Officer must have at least five years of progressively responsible experience in the design, implementation and monitoring of public health programs. A preference is given to public-health related work with other international donor organizations, private sector institutions, and/or civil society organizations in the developing world, and preferably in Burkina Faso or neighboring countries. Prior work experience with USAID or other donor organizations, in areas of program management, implementation and administration is highly desirable.

Knowledge (20 points):

- The Health Officer must have thorough knowledge of the technical concepts of public health programming. S/he must also know the principles and accepted procedures of program management, evaluation, reporting and budgeting.
- Knowledge and expertise in USAID programs, policies and procedures is highly desirable.
- A familiarity of Burkina Faso's health systems and challenges is desired.

Abilities and Skills (25 points):

- Strong organizational skills and the ability to both work independently with minimal supervision and as part of a team across USAID offices and other agencies.
- Excellent written and oral communication skills.
- Ability to transfer technical health knowledge into project designs, project reports, policy papers, etc. Ability to communicate health recommendations to other sectors for improved programming.
- Ability to develop and maintain high level contacts (GOBF, donors, civil society, local bodies) and productive working relationships with other counterparts.
- Ability to work effectively under pressure and demonstrate flexibility to manage more than one activity at a time.
- Strong computer skills to conduct work using MS Word, Excel and Power Point and the ability to use USAID software and computer programs.
- Rigorous analytical skills and proven ability to write policy papers, briefings and presentations.
- Creativity, flexibility, self-motivation and the ability to prioritize workloads to meet deadlines.



- **The ability to orient, train, and supervise FSN personnel, when appropriate, is required.**

Language Skills (10 points):

Level IV (fluent) in English and Level III in French are required.

Maximum Evaluation Score: 100 points

VII. POSITION ELEMENTS

- a) **Supervision Received:** The immediate supervisor will be the USAID Representative in USAID Burkina Faso's Office. The supervisor sets the overall objectives and resources available. The incumbent has responsibility for independently planning, designing and carrying out programs, projects, studies or other work. The incumbent keeps the supervisor informed of progress and potentially controversial matters.
- b) **Available Guidelines:** Guidelines are available in the form of USAID Auto Directive System (ADS), policy papers and determinations, strategy papers, and guidance cables. In performing the above duties, the incumbent will also be expected to rely on a variety of published material from government and private media and analytical reports and assessments commissioned and/or conducted by donor organizations, international and national NGOs and think tanks, as well as interviews with stakeholders. The incumbent uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies.
- c) **Exercise of Judgment:** To carry out major duties, the incumbent will be expected to exercise considerable professional judgment and acumen in the advice and direction given to officers within the Mission and to partners and stakeholders outside. S/he will exercise considerable judgment in the analysis and interpretation of data, particularly when published sources of data are unreliable. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program (level of funding), technological developments (natural resource management), unknown phenomena (global climate change), or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.
- d) **Authority to Make Commitments:** Incumbent will be expected to serve as a representative of USAID and perform important liaison functions in highly substantive or sensitive matters, e.g., promoting USAID's development strategy and aims.
- e) **Nature, Level, and Purpose of Contacts:** The incumbent is required to associate with, communicate with and maintain an extensive range of contacts with the Burkina Faso government officials, and regional organizations, civil society representatives, and other bilateral and multi-lateral donors and international organizations, to further her/his responsibilities. S/he will be expected to maintain regular and substantive liaison with these contacts and on occasion, these



dealings can be expected to involve sensitive matters. S/he must be able demonstrate effectiveness in presenting substantive issues to contacts particularly in relation to influencing important policy or organization changes that impact on the U.S. Mission sectoral interests. The purpose is to influence or motivate persons or groups. The incumbent must be skillful in approaching them in order to obtain the desired effect, such as gaining acceptance and agreement with established policies and regulations by persuasion and negotiation.

VIII. SELECTION PROCESS

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

IX. ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

X. TO APPLY

Interested candidates **MUST** submit a complete application package which includes:

- a. Complete an AID 302-3 form found directly on the following web site: <https://www.usaid.gov/sites/default/files/documents/1866/a302-3.doc>
- b. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the position.
- c. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidates ability to perform the duties set forth in the application and must not be family members or relatives.
- d. Include hard copies of diplomas, certificate or relevant degrees to corroborate the curriculum/resume.
- e. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.

All incomplete applications will be rejected



XI. SUBMIT APPLICATION

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

usaiddakar-hr@usaid.gov

Attn.: Scott Spencer
Deputy Executive Officer
USAID/Senegal

OR Papa Babacar Niowy Senghor
Human Resources Specialist
USAID/Senegal

To ensure consideration of applications for the intended position, please reference the solicitation number in the application, and as the subject line in any cover letter and/or email, as well as using the address/delivery point specified in this solicitation.

Email subject **MUST** be: **SOL-625-16-000005 – BURKINA HEALTH OFFICER
USPSC/TCN Position**

XII. CLOSING DATE FOR THIS POSTION: July 13, 2016

The position will be filled subject to availability of funds.

List of REQUIRED Forms

The following forms shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. A prerequisite for employment is a medical clearance and completed background investigation that reflects one's qualification for employment authorization.

- Medical History and Examination (08-1843).
- Questionnaire for sensitive Positions (for National security) (SF-86); or
- Questionnaire for Non-Sensitive Positions (SF-85).
- Finger Print Card (FD-258).

References:

Three (3) to five (5) references, who are not family members or relatives with working telephone and e-mail contacts, are required. The references must be able to provide substantive information about an applicant's past performance and abilities. USAID reserves the right to obtain past performance information from any source. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter and OF-612. Reference checks will be made only for applicants considered highly rated.

Benefits and Allowances:



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As a matter of policy, and as appropriate, a USPSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances].

A. Benefits:

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
- (3) Vacation & Sick leave (only earned for actual work days)

B. **Federal Taxes:** US PSCs are **not** exempt from payment of Federal Income taxes.

Acquisition and Assistance Policy Directives (AAPD) and Contract Information Bulletins (CIBs) pertaining to PSCs.

Please refer to the web site below to find the AAPDs and CIBs that apply to this contract. At the home page, please click on Personal Services Contracts.

http://www.usaid.gov/business/business_opportunities/cib/subtect.html

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The US Mission in Senegal provides equal 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. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity 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.