Memorandum

DATE: 10/18/2017
FROM: USAID/Mali Executive Office
SUBJECT: Vacant Position: USAID/Mali Project Management Specialist
REF No.: HR-HEALTH-003-2017-PMS
TO: All Malian Citizens and Local Residents with valid work permit at the time of application.

OPEN PERIOD: 10/18/2017 to 11/01/2017 - 5:00 p.m. (Bamako time)

GRADE LEVEL: CCN-12 (19,116,906 to 29,631,210 CFA) If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

NUMBER OF POSITION: One (1) Vacancy

PLACE OF PERFORMANCE: Bamako, Mali

PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts based on performance, availability of funds and the need for services.

SECURITY LEVEL REQUIRED: Public Trust

STATEMENT OF DUTIES:

The U.S. Agency for International Development is seeking a Project Management Specialist to support USAID/Mali Mission Health Office.

Basic Function of Position

The Project Management Specialist – Reproductive Health and Family Planning (PMS RH-FP) serves the USAID/Mali Health Office and reports to the Senior Public Health Advisor. S/he is responsible for overseeing the Health Office’s Reproductive Health (RH) and Family Planning (FP) portfolio. In this capacity, the incumbent provides technical guidance and management support for planning, implementation, and monitoring and evaluation of program activities related to the Mission's RH and FP portfolio. S/he is also responsible for providing technical leadership, advice and management to serve as a representative of the USAID/Mali Health Office, contribute to policy decisions and advance the USAID strategic objectives related to RH and FP. The incumbent will also providing cross-cutting support and/or backstop other technical areas within the Health portfolio as needed.
Major Duties and Responsibilities

a. Program Management and Monitoring (60%)

- Serve as an Agreement/Contracting Officer’s Representative (AOR/COR) or Activity Manager for specific activities.

- Provide program technical and administrative input on the design, implementation, monitoring and evaluation of RH and FP related programs. Develop concept papers, scopes of work, budgets, and work schedules for solicitations and provide support to the evaluation of applications/proposals.

- Monitor implementation progress, ensuring that actions are completed on schedule or adjusted to meet changing conditions and identifying constraints to activity implementation as well as proposing solutions for their resolution.

- Conduct regular site visits to monitor project activities against stated objectives.

- Oversee financial management of assigned activities, including ensuring that obligations, expenditures and budget pipelines conform to work plans. Ensure timely and appropriate incremental funding for program activities.

- Provide technical input on implementing partners’ annual work plans, and reviews and approves these work plans and other key deliverables.

- Ensure that partners are in compliance with bilateral government agreements and the performance expectations outlined in their work plan and in their contract/agreement with USAID.

- Ensure that implementing partners adhere to all relevant USAID, USG, PEPFAR, PMI and other regulations and procedures.

- Make technical and programmatic recommendations to the Health Office based on observations, assessment reports, performance statistics and other available data.

b. Technical Leadership, Advisory and Management (40%)

- Provide innovative advice and support to the Health Office regarding RH and FP trends, research and best practices to inform program design and management and ensure technical and programmatic soundness of USAID investments in RH and FP activities.

- Stay abreast of new developments and emerging issues in RH and FP. Formulate policy, strategy and technical recommendations for USG response and share information on these developments with various stakeholders.

- Represent USAID and related RH and FP strategies and goals in interagency, Government of Mali, donor and/or other technical working groups and committees.
• Identify and foster partnerships with a variety of internal and external stakeholders to advance RH and FP programming in Mali.

• Draft briefing papers, reports, talking points and other documents related to RH and FP activities or issues.

• Provide direct supervision to up to three individuals in the Health Office. Provides mentorship, training and/or advice on RH and FP issues and trends to all Health Office staff.

PHYSICAL DEMANDS AND TRAVEL: The work does not involve undue physical demands.

POINT OF CONTACT: Human Resources Management Section - Email: bsmakohrmvacancies@usaid.gov

QUALIFICATIONS REQUIRED FOR THIS POSITION:

1. Education (10 points): Master’s degree or host country equivalent in health, public health, social sciences or related field is required.

2. Prior Work Experience (30 points): Minimum of seven years of progressively responsible professional experience in the health sector is required. At least three of the years must be directly related designing, implementing or managing RH or FP programs. Experience working on related programs in the Mali country context.

3. Language Proficiency (10 points): English and French language fluency at Level IV is required.

4. Knowledge (25 points): Specialist knowledge of reproductive health or family health programs, practices and related policies. Understanding of Mali’s economic, political, social and cultural context related to RH and/or FP programs. Familiarity with USG policies, procedures and regulations.

5. Skills and Abilities (25 points): Proven ability to plan, organize, manage and evaluate RH or FP program activities. Ability to establish and maintain strong working relationships with a variety of internal and external stakeholders. Ability to work effectively both independently and part of a team. Verbal communication skills, including tact and diplomacy, to achieve consensus on policy, project and administrative matters. Written communication skills, including the ability to obtain, evaluate and interpret qualitative and quantitative data, to prepare reports, project documentation and briefing papers. Proficiency in using various computer software applications, including Microsoft Office programs and other database or web-based applications.

Maximum Evaluation Score: 100 points
SELECTION FACTORS:

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations.

To be considered for this position, applicants must meet the minimum qualifications.

1. All Malian Citizens and Local Residents with a valid work permit at the time of application;
2. Master’s degree or host country equivalent in health, public health, social sciences or related field is required.
3. Minimum of seven years of progressively responsible professional experience in the health sector is required. At least three of the years must be directly related designing, implementing or managing RH or FP programs. Experience working on related programs in the Mali country context.
4. English and French language fluency at Level IV is required.
5. Specialist knowledge of reproductive health or family health programs, practices and related policies. Understanding of Mali’s economic, political, social and cultural context related to RH and/or FP programs. Familiarity with USG policies, procedures and regulations.
6. Proven ability to plan, organize, manage and evaluate RH or FP program activities. Ability to establish and maintain strong working relationships with a variety of internal and external stakeholders. Ability to work effectively both independently and part of a team. Verbal communication skills, including tact and diplomacy, to achieve consensus on policy, project and administrative matters. Written communication skills, including the ability to obtain, evaluate and interpret qualitative and quantitative data, to prepare reports, project documentation and briefing papers. Proficiency in using various computer software applications, including Microsoft Office programs and other database or web-based applications.
7. Candidate must comply with the minimum age for employment i.e. 18 years and the maximum age i.e. 53 years.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
HOW THE SELECTION WILL BE MADE:

The successful candidate will be selected based upon:

1. Age compliance.
2. Preliminary review of the applicants submitted package to establish that minimum requirements are met.
3. Tests: Candidates may be tested on English writing skills, Microsoft Office proficiency, or any technical skills test that might be deemed appropriate may be required.
4. Interviews.
5. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. Applicants will be contacted (Step 2) for testing and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (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 reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

TO APPLY:

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted Applicants will be contacted.

1. Resume or curriculum vitae (CV) relevant to the subject position;
2. Cover letter of not more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the subject position.
3. 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 candidate’s ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone and email address and should retain for their records copies of all enclosures that accompany their submissions.

SUBMIT APPLICATION:

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov with the following reference number in the subject line: HR-Health-003-2017-PMS. Emails received without the Vacancy Reference Number as indicated above will NOT be considered.

Please note that all cv/resume and cover letter must be in English, otherwise application package is incomplete and will be rejected.

CLOSING DATE FOR THIS POSITION IS: November 1, 2017 at 5pm
LIST OF PRE-HIRE REQUIREMENTS FOR PSCs:

Once the Contracting Officer (CO) informs the successful Applicant about being selected for a contract award, the CO will provide the successful Applicant instructions about how to complete the following.

1. Medical Examination
2. Security Investigation
3. Employee Biographical Data Sheet (Form AID 1420)
4. Application for Employment in the Foreign Service of the United States (Form OF 174).

BENEFITS/ALLOWANCES:

The incumbent will be compensated in accordance with the U.S. Mission to Mali’s Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, and medical insurance subsidy. If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade. Final compensation will be based on the position grade and negotiated within the corresponding market value.

TAXES:

The successful Applicant will be subject to host country tax laws.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGERegulations

EQUAL EMPLOYMENT OPPORTUNITY:

The US Mission in Mali 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. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is 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.