

**TO:** All qualified Applicants  
**FROM:** Clemencia Acacha, Supervisory Executive Specialist  
**Subject:** Job Opportunity Announcement Solicitation #: 680-15-000006  
**Date:** June 15, 2015

USAID is accepting applications for the following local-hire position

**POSITION TITLE:** USAID Project Management Specialist (Maternal and Child Health (MCH))  
**NUMBER OF POSITIONS:** One (1)  
**GRADE:** **FSN 11** (FCFA 18,472,540 to FCFA 32,899,204)  
**FSN 10** (trainee level FCFA 14,836,154 to FCFA 26,171,884)  
**OPENING DATE:** June 17, 2015  
**CLOSING DATE:** July 07, 2015 at 12:00 p.m Cotonou time  
**WORK HOURS:** Full-time: 40 hours/week

**Applicant must be a Foreign Service National or ECOWAS Cooperating Country National (CCN).**

**Definitions:**

Foreign Service National Personal Services Contractor (FSNPSC) employee is a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who entered in a contract pursuant to the AIDAR, Appendix J.

Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country.

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

USAID/Benin anticipates awarding one Foreign Service National contract (FSNPSC) as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

## **I. BASIC FUNCTION OF POSITION:**

The contractor shall serve as the Project Management Specialist for Maternal and Child Health (MCH) in the Family Health team and provide broad technical guidance, analysis and leadership in the formulation and management of USAID/Benin's overall Family Health portfolio, and in the implementation of its performance management plan.

The contractor shall report directly to the Family Health Team Leader and will assist her/him in (1) administering all Family Health Team activities; (2) overseeing coordination of Family Health Team reporting activities; and (3) formulating and assessing Family Health policies and procedures. Additionally, s/he will have primary responsibility for the management of the Integrated Family Health Program.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

Together with the Team Leader, s/he assures technical oversight of the Family Health portfolio on all health-related matters; coordinates; engages members in portfolio development; and strengthens monitoring and evaluation of USAID/Benin's health program.

Specifically, the contractor shall perform the following:

### **a. Activity Management and Administration (40%)**

1. Serve as Agreement Officer's Technical Representative (AOTR) for the Integrated Family Health Program, which currently includes MCH, maternal, infant and young child feeding, essential newborn care, Primary Health Care (PHC), immunizations and water treatment activities.
2. Serve as AOTR for a neonatal health program working at clinical and community levels.
3. Assist the Family Health Team Leader in planning activities on an annual, quarterly and monthly basis and coordinate activities that strengthen the Mission's leadership in integrated health activities. Responsibilities include preparing and/or updating information on project expenses, performing accruals on a quarterly basis and participating in activity management and portfolio reviews.
4. Coordinate with the Family Health Team Leader and other Family Health Team members to ensure that policy implications of health programs proposed by other donors are assessed and tracked. Such policies will include gender issues, access to informed choices in Family Planning, integration food security and nutrition, social marketing of family health products, and regulations on community-based PHC delivery.
5. Organize and facilitate periodic meetings with implementing partners to discuss achievements and issues related to the Integrated Health Program, in collaboration with the Office of Program Coordination (OPC).
6. Participate, as needed, in policy development and coordination meetings within USAID and with USAID partners working in areas related to the Integrated Family Health Program, such as MCH, nutrition, essential newborn care social marketing, Expanded Program on Immunization (EPI), PHC and other issues as assigned.
7. Participate, together with the Team Leader and other staff members, in periodic conference calls with AID/Washington virtual team members on health program activities and coordinate support needed from the Washington-based team by USAID/Benin.

8. Work with other Family Health Team members and the Office of Program Coordination (OPC), to enhance outreach and communication activities for USAID/Benin's health portfolio. Such activities may include drafting speeches for significant events, preparing press releases, reporting cables and editing success stories.
9. Perform other duties as assigned by the Team Leader or the Mission Director.

**b. Technical Oversight and Program Development (30%)**

1. Serve as technical advisor to USAID/Benin on all integrated health related matters and oversee the technical design of the Mission's MCH, nutrition and neonatal health activities.
2. Identify and organize external technical assistance in support of the successful implementation of the MCH activities in the health portfolio.
3. Contribute to the design and implementation of the Mission's Operational Plan (OP), the Malaria Operational Plan (MOP), the Program Management Plan (PMP) and Program Performance Report (PPR) and portfolio reviews. Work with the security, education and prosperity strategic objective to assess results achieved in their programs with regards to health initiatives in the education sector.

**c. Development Duties (10%)**

1. Assist the Family Health Team Leader in organizing/updating work plans, calendar of activities and the development or updating of staff work objectives.
2. Provide, as needed, training to Family Health Team staff and implementing partners in technical areas.
3. Maintain close contact with USAID/Washington and health teams of other USAID missions to encourage information exchange and ensure that USAID/Benin's program reflects the Agency's best practices.
4. Assist the Team Leader in identifying, planning and using the wide range of USAID health-sector funding opportunities and other resources and implementation mechanisms available within USAID/Washington.

**d. Strengthening Relationships with Partners (10%)**

1. Attend sector-specific meetings, including donor coordination meetings, Technical Working Groups, the Country Coordinating Mechanism and others. Participate in inter-agency meetings including UNAIDS, EPI, FP/RH and HIV/AIDS meetings.
2. Represent USAID/Benin on all topics related to MCH internationally and within Benin. This may include plan, participation in, facilitate and present at international and national workshops and conferences; represent USAID/Benin at health sector meetings; providing briefings or presentations to USAID, other USG agencies, international and local partners and colleagues; compile, analyze and disseminate information to USAID mission staff and USAID/Washington on issues and accomplishments.
3. Pre-position USAID-funding assistance to leverage funds from other financial and technical assistance partners to accelerate the reduction of maternal, newborn and child mortality rates by improving the coverage of quality high impact MCH interventions in Benin.

**e. Monitoring and Evaluation (10%)**

1. Lead efforts to assess and address policy and institutional constraints impacting on MCH in Benin and identify priority issues requiring policy and/or implementation reforms.
2. Ensure guidelines are developed for monitoring and evaluation that are in line with Agency and Mission policies, and that implementation partners track the impact of activities on at least a yearly basis.
3. Lead the development and implementation of an annual monitoring and evaluation plan, including the PPR, for MCH that will capture lessons learned, potential innovations and other items that could be shared more widely.
4. Assess achievement against targets and performance indicators on a continual basis through analyses of reports, site visits, and ongoing contact with implementing partners.
5. Contribute, as needed, to the preparation of these USAID-required documents: Congressional Budget Justification, Operating Plan (OP), Initial Environmental Examination and others.

**III. QUALIFICATIONS AND EXPERIENCE:**

**a. Education:** A master's degree in public health, program management or a related field.

**b. Prior Work Experience:**

1. Work Experience: A minimum of five (5) years' experience in the management and implementation of MCH or integrated primary health service delivery projects is required. More specifically, the applicant should have a broad-based knowledge and experience in Global Health programs, and should be familiar with internationally recognized best practices on the themes related to MCH, essential neonatal care and Primary Health Care.
2. Health Program Planning/Design/Implementation: A minimum of five (5) years' demonstrated experience in strategic planning, as well as management, design, implementation and evaluation of health sector programs.
3. Partnerships: A minimum of five (5) years' experience working as a technical advisor or manager for a donor agency, international NGO or public sector organization is required.
4. Developing Country Experience: The applicant's professional experience must demonstrate familiarity with and sensitivity to socio-cultural, political and institutional factors affecting program development and implementation in a developing country. At least five years of field experience working in Africa is required. Demonstrated professional experience at senior levels within the Government of Benin/Ministry of Health is strongly preferred.

**c. Post-Entry Training:** Programming Foreign Assistance; ADS 200 series; AOR/COR certification; courses in Project Implementation, Project Design and Evaluation and Development Studies Program (or their equivalent) is highly desirable.

**d. Language proficiency:**

1. Interpersonal skills: Applicants must have strong interpersonal skills, including the ability

to work effectively within a multi-national team. These skills will be checked through reference checks.

2. Full fluency (FS-4) in oral and written English: A minimum of full professional proficiency in French including the ability to use the language fluently and accurately on all levels normally pertinent to professional needs is required. This means that s/he 1) can understand and participate in conversations within the range of his/her own personal or professional experience with a high degree of fluency and precision of vocabulary; 2) would rarely be taken for a native speaker, but can respond appropriately even in unfamiliar situations; 3) makes only quite rare errors of pronunciation, grammar and spelling; 4) can handle formal interpreting from and into the language; and 5) can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and are generally free from errors in mechanics, usage, spelling and sentence structure. French skills at the ability of professional bilingual proficiency are preferred.
3. Fluency (FS-3) in French: A minimum professional working proficiency in French is required. This includes 1) ability to participate effectively in most formal and informal conversations on practical, social and professional topics; 2) ability to discuss particular interests and special fields of competence with reasonable ease; 3) complete comprehension for a normal rate of speech; 4) a general vocabulary which is broad enough that s/he rarely has to grope for a word; 5) has a good control of grammar and errors virtually never interfere with understanding. This includes ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects and ability to write simple documents.

**e. Skills and Abilities:**

Computer Skills: Fully functional in Windows, MS Outlook, word processing, PowerPoint and spreadsheet software. Fully functional in using the internet to solve problems and research information, such as regulatory guidance.

#### **IV. EVALUATION FACTORS:**

**a. Education: (15 points)**

This is a yes/no response. A master's degree in public health, program management or a related field is required.

**b. Prior Work Experience: (50 points)**

Work experience (15 points): A minimum of five (5) years of experience in the management and implementation of MCH or integrated primary health service delivery projects is required. More specifically, the applicant should have a broad-based knowledge and experience in Global Health programs, and should be familiar with internationally recognized best practices on the themes related to MCH, nutrition, essential neonatal care and Primary Health Care.

Health Program Planning/Design/Implementation (10 points): A minimum of five (5) years' demonstrated experience in strategic planning, as well as management, design, implementation and evaluation of health sector programs.

Partnerships (15 points): A minimum of five (5) years' experience working as a technical advisor or manager for a donor agency, international NGO or public sector organization is required.

Developing Country Experience (10 points): The applicant's professional experience must demonstrate familiarity with and sensitivity to socio-cultural, political and institutional factors affecting program development and implementation in a developing country. At least five years of field experience working in Africa is required. Demonstrated professional experience at senior levels within the Government of Benin/Ministry of Health at central, intermediate and peripheral level is strongly preferred.

**c. Language Proficiency: (20 points)**

Full fluency (FS-4) in oral and written English (10 points): A minimum of full professional proficiency in French including the ability to use the language fluently and accurately on all levels normally pertinent to professional needs is required. This means that s/he 1) can understand and participate in conversations within the range of his/her own personal or professional experience with a high degree of fluency and precision of vocabulary; 2) would rarely be taken for a native speaker, but can respond appropriately even in unfamiliar situations; 3) makes only quite rare errors of pronunciation, grammar and spelling; 4) can handle formal interpreting from and into the language; and 5) can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and are generally free from errors in mechanics, usage, spelling and sentence structure. French skills at the ability of professional bilingual proficiency are preferred.

Fluency (FS-3) in French (10 points): A minimum professional working proficiency in French is required. This includes 1) ability to participate effectively in most formal and informal conversations on practical, social and professional topics; 2) ability to discuss particular interests and special fields of competence with reasonable ease; 3) complete comprehension for a normal rate of speech; 4) a general vocabulary which is broad enough that s/he rarely has to grope for a word; 5) has a good control of grammar and errors virtually never interfere with understanding. This includes ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects and ability to write simple documents.

**d. Skills and Abilities 15 points**

Interpersonal skills (10 points): Applicants must have strong interpersonal skills, including the ability to work effectively within a multi-national team. These skills will be checked through reference checks.

Computer Skills (5 points): Fully functional in Windows, MS Outlook, word processing, Power-Point and spreadsheet software. Fully functional in using the internet to solve problems and research information, such as regulatory guidance.

## V. **INSTRUCTIONS TO APPLICANTS**

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. **Applications should be in English. Applicants must submit a CV, an OF-612 form and should write a cover letter. Applicants who do not submit a CV, an OF-612 form and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.

After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, prior work experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written test followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position. **Applications must include the names and contacts information for at least three references** and USAID may seek additional contacts for reference check as appropriate or determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor.

Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website <http://www.usaid.gov/sites/default/files/OF612.pdf>. If you encounter problems downloading the form, please contact Mrs. Clemencia Acacha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) or Mr. Laurent Kpadonou at [lkpadonou@usaid.gov](mailto:lkpdonou@usaid.gov) for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

**Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be PDF format.** Electronic submissions will be accepted.

Electronic submissions are authorized and are to be sent to: [lkpadonou@usaid.gov](mailto:lkpdonou@usaid.gov) and [cacacha@usaid.gov](mailto:cacacha@usaid.gov). Please quote the number and position title of this solicitation on the subject line of your e-mail application.

For those who wish to send hard copies of their application by mail, see the mail address below:

- **From the opening date through June 24, 2015** hard copies are received at the address:

USAID/BENIN  
EXECUTIVE OFFICE (EXO)  
RUE CAPORAL ANANI BERNARD  
AMERICAN EMBASSY  
01 BP 2012 COTONOU, BENIN

- **From June 25-29, 2015**, no hard copies will be received.
- **Starting June 30, 2015 through closing date**, hard copies will be received at the following address:

USAID/BENIN  
EXECUTIVE OFFICE (EXO)  
US EMBASSY COTONOU  
MARINA AVENUE  
01 BP 2012 COTONOU  
BENIN

N.B: Mark submissions "PSC 680-15-000006" on the application.

Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

## **VI. COMPENSATION**

The position grade is FSN 11. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-10 based upon the candidates past salary. Applicants falling at the FSN 10 will receive an annual salary increase of one step each year up to the maximum step FSN 10 upon fully successful performance. If during the 12 months' waiting period, performance is rated unsatisfactory by supervisor and supported by the Mission Director, contractor may be terminated for convenience according to the Local Compensation Plan (LCP). They may move to the higher grade FSN-11 after one year, if they are more than fully successful and experienced to perform all duties and responsibilities associated with the position. Salaries over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any.