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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position:

Advertisement No. : USAID/14-01
Position Title : Project Management Specialist (Global Fund Liaison)
Number of Positions : One
Office : Health Office (HO)
Grade : FSN-11
Location : The position is based at New Delhi.
Working Hours : 40 hours per week, Monday to Friday, 8:30am to 5:00pm

Education:

Master's degree in Public Health, Epidemiology, Demography, Social or Behavioral Science or a related field is required. An advanced degree - Doctor of Medicine (MD), Juris Doctor (JD), Doctor of Public Health (Dr.PH), or Doctor of Philosophy (PhD), is desired.

Experience:

Eight to ten years' progressively responsible management experience in public health programming/health policy development and review, and health program design and management in an HIV/AIDS, Tuberculosis (TB), or malaria setting, including experience in working with international donors and NGOs; navigating situations requiring diplomacy and transparency; excellent interpersonal, facilitation, and teambuilding experience; demonstrated technical leadership at conferences and meetings, and in making presentations to resolve controversial issues and influence decision makers, is required.

Duties:

The Project Management Specialist (Global Fund Liaison) will coordinate and monitor U. S. Government (USG) activities related to the Global Fund to fight AIDS, Tuberculosis, and Malaria (GFATM) and will be an integral member of the USG interagency health team. The incumbent will receive day-to-day direction from the USAID Health Office Director and will liaise with other USG Agencies, including primarily the President's Emergency Plan for AIDS Relief (PEPFAR) Coordinator and the leadership of the Centers for Disease Control and Prevention (CDC) in India. The USAID Health Office Director and the PEPFAR Coordinator serve as Country Coordinating Mechanism (CCM) Member and Member-Alternate, respectively. The

Liaison will be based in the USAID Office in New Delhi, but will collaborate with the range of USG agencies working on health-related issues, including the Centers for Disease Control and Prevention, the Department of Health and Human Services, the National Institutes of Health, and the Food and Drug Administration.

Broadly, the incumbent's responsibilities will include:

Coordinator and Thought Leader for Global Fund Activities

- Serves as an Advisor and Coordinator of all USG linkages with Global Fund activities and relevant staff, including the CCM Secretariat, Technical Working Groups (TWGs), Sub-Committees, and Principal Recipients (PRs) of Global Fund support, including keeping all constituents informed of US position(s) and keeping USG representatives informed of key issues and technical/procedural issues.
- Participates in TWGs, policy and strategic planning meetings, site visits, and grant monitoring activities, to strengthen sound implementation, program monitoring, accurate reporting, and to identify technical assistance needs.
- Advises USG representative(s) to the CCM, including conducting required reviews and research, developing position papers on CCM decisions, providing technical advice, and guiding USG participation in the Oversight Committee.
- Serves as thought leader and strategic thinker, offering advice on how to successfully work toward achieving Global Fund objectives and contributing new ideas and techniques based on recent developments, promising practices, and innovations in the field.
- Initiates, establishes, and maintains collaborative relationships with senior government officials, international organizations, multilateral and bilateral agencies, Global Fund grantees, civil society, and other stakeholders engaged in Global Fund programs, and facilitates transparent communication and effective operating practices, mediating and facilitating consensus on decisions when necessary.
- Communicates regularly with USG point persons' in-country, including HIV and TB focal points from relevant agencies. Communicates regularly with USG headquarters staff including the Global Fund Core Group and the Office of the Global AIDS Coordinator (OGAC), the Local Fund Agent (LFA), and bilateral TB contacts; and communicates regularly with the Portfolio Manager at the Global Fund. Serves as focal point to OGAC, responding to information requests on program and Governing Board decisions, and participating in Global Fund liaison meetings and conference calls.
- Provides functional supervision on discrete, time-limited, short-term activities (e.g., project visits, VIP visits, Global Fund program assessments, or other special assignments related to Global Fund grants).
- Supports proposal development and coordinates technical assistance requests to strengthen Global Fund structures or activities' implementation and management.
- Manages up to three country-level activities, serving as the Activity Manager for the Grant Management Solutions (GMS) activity to ensure effective implementation through training, capacity building, or technical support, liaising as needed with the USAID/Washington Contracting Officer's Representative for GMS, and chiefs of party on other technical support activities.
- Provides training and/or identifies training resources for USG staff regarding Global Fund processes and policies, and communicates Global Fund policy changes to USG staff as appropriate.

- Prepares and presents briefings for Congressional and Executive Branch delegations and other high-level visitors.

Monitoring and Reporting

- Prepares key planning, budgeting, and expenditure reporting documents that relate to Global Fund activities, such as the Country Operational Plan (COP), Health Implementation Plan (HIP), Annual Program Report, procurement documents, cables, and USG parallel review of Global Fund proposals.
- Manages the tracking and analysis of several Global Fund HIV/AIDS, TB, and Malaria-related grant activities and their governance in India, identifying needs and required budgets for short-term Global Fund contracts that are related to monitoring activities, or strengthening the CCM or grantee capacity.
- Prepares technical and program assistance documentation for actions related to Global Fund technical assistance.
- Coordinates and assists with the review of Global Fund recipients' audited financial statements for accuracy and compliance with financial payment and reporting.
- Identifies opportunities to adjust how relevant USG organizations operate vis-à-vis the Global Fund to optimize USG's effectiveness, impact, and potential for sustainability.
- Based on program implementation, identifies opportunities for Global Fund to apply revised strategies, enhanced collaboration, new approaches, or innovations to achieve improved results.
- Monitor the overall environment around the Global Fund program implementation in India, following the dynamics and complexities of USG perspectives, and how the USG, multiple bilateral and multilateral development partners, the Government of India, and distinct sectors of civil society (including significant activist elements) come together under the Global Fund.

General Management

- Carries out assigned tasks related to Global Fund activities.
- Handles all assigned work either independently or, as required, as part of teams, according to established Mission and USG policies, practices and programmatic guidance, as in effect and in accordance with all applicable USAID regulations and guidance as provided in the USAID Automated Directive Systems (ADS) and elsewhere.
- Makes independent judgments that can be defended as necessary. As a highly qualified professional, substantial reliance is placed on the incumbent to independently plan and carry out the specific activities entailed in fulfilling major duties and responsibilities.
- Resolves problems that arise by determining the approaches to be taken and methodologies to be used; developing, coordinating, and clearing proposed solutions with all necessary parties; and then taking appropriate actions necessary to resolve the problem.
- Ensures that important records are captured and stored, both electronically, and as needed, in hard copy.

Language:

Fluency (Level IV) in English and Hindi is required. Bilingual fluency in speaking, reading and writing is required. The incumbent must be able to prepare high-quality complex papers, other correspondence, and analytical materials in English; to participate fully in high-level meetings conducted in English, and to defend recommendations with stakeholders in English.

Knowledge:

The incumbent should possess:

- Demonstrated, comprehensive understanding of public health prevention and community-based health care initiatives, including program design, implementation, and evaluation in either HIV/AIDS, TB, or malaria.
- Substantial grasp of health policy in general, and the institutional factors constraining health systems strengthening, health systems policy reform, private-sector engagement in the health sector, and in civil society partnership and alliance growth and advancement in India.
- In-depth knowledge of the range of programs, policies, regulations, and precedents applicable to development and administration of national/international public health programs.
- Detailed knowledge of the Indian government health care system and structures, including familiarity with Ministry of Health and Family Welfare and Department of AIDS Control policies, program priorities, and regulations.

The incumbent is desired to have:

- Good working knowledge of overall administrative requirements, budgeting, and fiscal management requirements in support of contracts/cooperative agreements/grants/purchase orders.
- In-depth knowledge of USG operations, rules, regulations, procedures, policies, and programs; in-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of programs.
- Knowledge of or experience in working with the Global Fund and PEPFAR.

Ability and Skills:

The required Abilities and Skills include:

- Ability to exercise independent judgment regarding transparent communication processes involving multiple stakeholders from government, civil society, development partners, and the private sector.
- Demonstrated ability to initiate, establish, and maintain collaborative relationships with senior Government of India officials, international organizations, multilateral and bilateral agencies, implementing partner chiefs of mission, civil society and private sector entities, and other stakeholders in the local partner community.
- High level of maturity and ability to provide leadership and make decisions regarding public policy, and professional, technical, administrative, and fiscal issues is required.

- Demonstrated ability to mediate and facilitate consensus decisions on complex and time-sensitive technical, programmatic, strategic, and financial issues.
- Supervisory experience for effective functional supervision, when needed.
- Strong communication skills with the ability to adapt content and presentations to various recipients' needs.
- Strong working competency in computer applications to carry out management and statistical analysis, as well as present ideas and facts.
- Demonstrated ability to understand complex financial and program management issues.
- Ability to interpret regulatory directives and related guidance, and to apply policy directives to activity design, implementation, and monitoring and evaluation.
- Ability to analyze complex problems/situations; to plan, design, and carry out project studies; and to conceptualize, develop, and implement new strategies/initiatives.

Opening Date for

Applications : February 19, 2014

Closing Date for

Receipt of applications: March 12, 2014 at 1700 hours

To Apply:

1. Interested applicants must apply on Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1860/ds174_0.pdf

Applications not submitted in the specified form will not be accepted.

2. Submit **print copies** of applications to:
 - Human Resources
 - United States Agency for International Development
 - U.S. Embassy
 - Shantipath, Chanakyapuri
 - New Delhi – 110 021

Or

Electronic Submission to: indiaper@usaid.gov

3. Applicants must specify the advertisement number and position title in Column 1 of the Employment Form. Applications without reference to a specific advertisement number will not be accepted.

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.