



# USAID | INDIA

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

- Advertisement No.** : USAID/15-02
- Position Title** : Project Management Specialist (IDPC)
- Number of Positions** : One (1)
- Office** : Health Office (HO)
- Grade** : FSN-12
- Location** : The position is based at New Delhi.
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- Education** : An advanced degree in medicine, public health, or related subject (e.g., MBBS, MD, MPH, PhD, Dr.PH) is required.

## **Experience:**

Eight to ten years of progressively responsible (increasing responsibility for human, financial, or material resources) professional-level experience in Infectious Disease Prevention and Control (IDPC), both at the field implementation and policy levels, working successfully in a team environment is required. It should include a minimum of five years' supervisory experience and demonstrated experience in strategic planning, policy formulation, providing technical leadership, facilitating private-sector partnerships, and program management in a complex and highly sensitive environment.

## **Duties:**

The Project Management Specialist (IDPC) has overarching strategic, supervisory, technical, project management, and program/administrative responsibilities. S/he functions with a high degree of independence with respect to programs, issues, and responsibilities related to the IDPC portfolio of the Health Office. This key IDPC Team FSN technical leadership position is intended to bring high visibility and focus on USAID's efforts to prevent the spread, and to further the control of Tuberculosis (TB) and HIV/AIDS. The responsibilities are complex because of the interagency nature of President's Emergency Plan for AIDS Relief (PEPFAR) and important linkages with the Global Fund to Fight AIDS, TB and Malaria (GFATM). The incumbent will report directly to the Supervisory Health and Population Development Officer (IDPC - Team Leader) to provide coordination and direct supervision to members of the team, comprised of the Project Management Specialist (TB Care & Control), the Project Management Specialist (HIV/AIDS

Prevention), and the Project Management Specialist (Care & Treatment) in the Health Office.

Broadly, the incumbent's responsibilities include:

### **1. Strategic, Technical, and Thought Leadership**

- Provide analyses, expert advice, updates on developments, and recommendations to senior Mission management and staff regarding the formulation of Mission strategy for assistance in IDPC and implementation of related activities in the Mission's portfolio; identify short and long-range achievable, sustainable strategies and participate, as required, in the development of Mission strategic plans, monitoring strategies, results analyses, resource requests, other strategic planning and reporting documentation.
- Stay abreast of latest technologies and innovations that can be applied to prevent new TB and HIV/AIDS infections, particularly innovations that can be rapidly validated and deployed to improve diagnostics, or other technologies, drugs, or strategies that can expand the diagnosis and treatment of multidrug-resistant TB; follow best or promising practices from other countries that may be applicable to India or practices successful in India that could benefit other countries; identify capacity building needs that can accelerate results.
- Stay abreast of strategies, programs, and interventions planned and implemented by Revised National TB Control Programme (RNTCP), private-sector entities, the GFATM, development partners, and other USG agencies to capitalize on opportunities to influence policies and practices, partner for greater synergy, and optimize undertakings and their potential for results.
- Provide expert technical advice and strategic direction primarily for TB, and also for HIV/AIDS diagnosis, treatment, care, and systems strengthening on behalf of USAID/India, in policy dialogue and planning undertaken in collaboration with Indian authorities and partners, private-sector entities, the GFATM, and development partners; use negotiating and influencing skills as a trusted thought leader to champion appropriate approaches and interventions to bring sustainable change; applying market-based partnerships, methods, processes, guidelines, or best practices to achieve and build on success; represent USAID/India with active participation at meetings, seminars, and conferences primarily on TB, and also for HIV/AIDS.
- Actively engage with the private sector, seeking opportunities for market-based partnerships and solutions, as well as local or global development alliances, to achieve the Country Development Cooperation Strategy (CDCS) goals and greater potential for sustainability; serve as a private-sector champion, as directed, and coordinate with other private sector champions, as appropriate; link as necessary with the Center for Accelerating Innovation and Impact in Washington and the Mission Center for Innovation and Partnership for advice and understanding of best practices and lessons learned.
- Establish and maintain relationships with senior and mid-level officials at the Ministry of Health and Family Welfare (MOHFW), as well as private-sector leaders and

representatives, particularly to design, implement, and monitor programs that support efforts to improve primarily TB, as well as HIV/AIDS case detection, treatment, and care. The incumbent will work with GOI and private-sector officials to interpret and explain U.S. Government (USG) policies and practices, and to help them to understand the importance and value added of USG involvement and approaches. This often involves extremely sensitive and difficult discussions and negotiations, requiring credibility, resourcefulness, and the highest level of diplomacy, tact, and communication skills.

- Lead coordination efforts between USAID's TB interventions and implementing partners and other USG health, HIV/AIDS, and Health Systems Strengthening (HSS) partners, as well as with concerned parties within Indian and development partner institutions, to strengthen linkages with the National Rural Health Mission, the National Urban Health Mission, and the private sector to improve access and accelerate capacity for early detection and treatment, diagnosis of Multi-Drug Resistant-TB, and identify those with TB/HIV; represent USAID and proactively participate in coordination of activities and issues with GOI, the private sector, the GFATM, other donor agencies, appropriate local public sector and non-governmental entities; represent USAID with multi-lateral donor coordination organizations and in defining the donor technical, policy, and program agenda with the GOI RNTCP.
- Ensure that TB and HIV/AIDS activities are integrated, when appropriate, into broader USAID-supported development activities (especially education, agriculture, clean energy, and environment) and coordinate these activities with the MOHFW, other government bodies, other stakeholders, and private-sector organizations to avoid duplication of effort and/or programming gaps.
- Determine the additional analyses, assessments, or reviews required primarily for sound TB, as well as HIV/AIDS, diagnosis and treatment strategies and activities, and to build a learning agenda that is a broad ranging, integrated approach to collaborating, learning, and adapting in order to improve or adjust programs in the portfolio; design and oversee the implementation of such analyses or assessments; and participate in, coordinate, or manage USAID inputs into assessments conducted in conjunction with other USG Agencies, international organizations, other donors, or other stakeholders.

## **2. IDPC Team Supervision and Technical Oversight**

- Provides technical oversight and supervisory guidance to the planning, design, project implementation, technical strategies, information systems, and monitoring, evaluation, and learning (MEL) agenda for the IDPC portfolio.
- Ensure proper management of the overall IDPC budget and finances, including procurement planning, use of program funds, and overseeing Regional Contracting/Agreements Officer's Representatives (CORs/AORs) monitoring of pipelines to avoid funding gaps or excess forward funding.
- Provide technical, administrative, and managerial leadership for the IDPC staff, convene team meetings as required, ensure information sharing and collaboration among IDPC

team staff and projects, monitor deadlines to ensure they are met, and raise issues with IDPC Team Leader and Health Office Director as necessary.

- Take responsibility for drafting resource requests, such as the Country Operational Plan (COP), the Operating Plan, the Health Implementation Plan, the Congressional Budget Justification, and Mission Resource Requests; take responsibility for drafting reports for the IDPC portfolio, including for PEPFAR and the USAID Annual Performance Report.
- Assist in the mentoring of Junior Foreign Service Officers, particularly those serving within the Health Office as well as those on rotation assignments from other Mission offices or USAID/Washington.
- Assist IDPC Team Leader with review of staff work objectives and professional development plans, monitoring the division of labor (particularly in the TB portfolio), preparation of performance evaluations, preparation of training plans, and the need for Temporary Duty (TDY) assistance.

### **3. TB Portfolio Management**

- Manage the TB portfolio on a day-to-day basis, identifying and resolving program issues, assuring that all activities are carried out in a technically sound and cost-effective manner, and assuring that activities are carried out in accordance with all applicable Mission and Agency program priorities, directives, and regulations. The portfolio the incumbent will oversee annually is approximately \$12 million.
- Implement the Mission TB strategy by planning and designing new TB projects and activities and participate in the design of new activities led by other members of the IDPC team to meet Mission and Agency foreign assistance and PEPFAR goals.
- Serve as the manager (COR/AOR) of specific activities in the IDPC portfolio, especially the TB components, and oversee the management of any other TB activities managed by other Health Office or Mission staff;
- Ensure the timely review and approval of TB partner implementation plans, partner annual work plans, and budgets; monitor activities to ensure compliance with approved work plans and budgets.
- Ensure monitoring and reporting systems are in place to assess progress in TB diagnostic and treatment assistance toward achieving Mission and PEPFAR goals; provide technical input in the development of Performance Monitoring Plans for both specific projects and activities and for the portfolio as a whole; develop a learning agenda for TB prevention and treatment activities with a rigorous monitoring system that gauges progress and provides for course correction or other adjustments.
- Oversee the review and documentation of TB implementing partner performance through regular site visits, routine reports, assessments/evaluations, and participation in technical working groups and other forums to monitor activities and verify asset use; ensure that issues are identified in a timely manner and that recommended follow-up actions are carried out; identify successes, best practices, innovations, and lessons

learned for sharing on a national and global level; routinely review the capacity building needs of the implementing partners, especially local entities, and develop plans to address any deficits.

- Manage and oversee the TB activity budgets and finances in coordination with Health and Financial Management office leadership; ensure that program/activity expenditures, accruals, and pipelines are monitored and that corrective action is taken when needed; ensure appropriate and timely funding actions.
- Participate, as needed, in preparing for and responding to audits of TB and TB/HIV assistance.
- Ensure that TB program and activity management files (both electronic and hard-copy, as per policy) are up to date, in order, and complete.

#### **4. Program, Administrative, and Representational Duties**

- Ensure coordinated IDPC response by TB and HIV/AIDS staff to Program Office, Office of the Global AIDS Coordinator (OGAC), Office of Global Health, or Office of HIV/AIDS/Washington requests for information or participation, such as participation in strategic planning exercises, or providing portfolio information.
- Lead the preparation of new procurements for IDPC activities, including program descriptions, illustrative budgets, waivers, and exceptions to competition as required.
- Serve on Technical Evaluation Committees for procurements or new personnel recruitment, chairing those related to IDPC or others, as assigned.
- Provide *ad hoc* leadership when assigned to processes or special projects, or as point person for important visitors from the U.S., including Congressional Delegations, high-level officials from OGAC, other important USG officials or officials from the GFATM.
- Carry out such other tasks related to IDPC, the broader Health Office, or Mission work groups assigned to innovation, public-private partnerships, etc., as might be assigned from time-to-time by Mission or Health Office management.
- Handle all assigned work either independently or, as required, as part of teams, according to established Mission policies, practices, and programmatic guidance, as in effect and in accordance with all applicable USAID regulations and guidance as provided in the USAID Automated Directives System (ADS) and elsewhere.
- Make independent judgments that can be defended as necessary, planning and carrying out independently the specific activities entailed in fulfilling major duties and responsibilities.
- Resolve 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.

**Language:**

Fluency (Level IV) in English and Hindi (fluency in speaking/reading/writing) are required.

**Knowledge:**

Required job knowledge should include:

Array of knowledge to address the complex infectious diseases that threaten public health in India, particularly TB and HIV/AIDS; medical knowledge to understand the many clinical aspects of these life-threatening diseases, or advanced public health training and significant specific disease-related experience; with additional background/training in epidemiology to understand how the diseases spread; how they are identified and monitored; and methods to evaluate success; understanding of the transmission and pathogenesis of the diseases; how they are detected through testing; what confirms a diagnosis of the disease(s); what are treatment options for both latent and active infection; what options are available for drug resistant cases; and how to promote community control of TB, individual prevention of HIV, and co-infection of TB and HIV in immune-compromised individuals; an understanding of the general public health system in India, as well as policies, regulations, and precedents applicable to infectious diseases; knowledge of both the clinical and epidemiological aspects of infectious diseases in order to optimize investments in these areas; knowledge of team management and supervisory techniques to plan, organize, and direct multidisciplinary teams and activities; and knowledge of private-sector approaches and innovation frameworks, as well as promising and best practices related to IDPC, especially as it relates to TB and HIV/AIDS.

**Ability and Skills:**

Required skills and abilities should include:

- Strong oral and written communications skills to communicate complex technical and programmatic concepts clearly, and develop and maintain effective, sustainable working relationships for the achievement of results with diverse national and international working partners in a cross-cultural setting (e.g., to resolve program implementation issues), particularly using skills of diplomacy, ingenuity, and tact with MOHFW officials, private-sector executives, and other key individuals at the highest levels;
- Excellent prioritization skills and personal initiative in the management of multiple tasks within tight time deadlines;
- Strong quantitative and qualitative analytical skills and their application to the interpretation of program monitoring and evaluation data;
- Intermediate user level of word processing, spreadsheets, presentation software, and databases;
- Strong interpersonal skills to work in a team structure, create a participatory environment, with an ability conduct effective meetings and achieve consensus;
- Strong leadership skills to assist in leading a results-driven team and serve as a thought leader, motivating individuals and influencing GOI officials and professional working groups;

- Considerable flexibility, resourcefulness, and credibility to engender trust and influence other collaborative organizations or private-sector entities to adopt appropriate health and development strategies for their program activities;
- Ability to access people and information related to work objectives;
- Ability to readily analyze, understand, and discuss new program design, management, implementation, and MEL approaches;
- Ability to synthesize and highlight programmatic successes, both in writing and orally, for briefing papers, visiting dignitaries, and GOI and private-sector officials.

**Opening Date for Applications** : February 17, 2015

**Closing Date for Receipt of applications:** March 10, 2015 at 1700 hours

**To Apply:**

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (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/1861/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc)

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

2. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

**Or**

**Print copies** of applications to:

Human Resources  
 United States Agency for International Development  
 U.S. Embassy  
 Shantipath, Chanakyapuri  
 New Delhi – 110 021

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.