



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/16-09

Position Title : Project Management Specialist
(Tuberculosis (TB) Care & Control)

Opening Date : April 27, 2016

Closing Date : May 18, 2016

Number of Positions : One (1)

Office : Health Office (HO)

Grade : FSN-11

Location : The position is based at New Delhi.

Working Hours : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

Education:

Bachelor's degree in the field of medical/public health/epidemiology is required.

Experience:

Five (5) years of experience and expertise in managing health programs.

Duties:

The incumbent will serve as a Project Management Specialist (TB Care & Control) within the Infectious Disease Prevention and control (IDPC) Division of the Health Office, in the USAID Mission and the larger Embassy community of agencies. S/he will report to the Health Office, Supervisory Health and Population Development Officer (IDPC Division Chief).

The U.S. Government, through USAID, is the leading bilateral donor in the world for TB and supports the expansion and strengthening of TB control in 37 countries. Of these countries, India has the highest TB burden and the largest TB portfolio. USAID support in India, for TB, aims to:

- Strengthen the Government of India's (GOI) Revised National TB Control Program (RNTCP), for enhanced TB control efforts;

- Develop and disseminate new tools and approaches; and
- Improve coordination between all sectors (public, private, and civil society) for improved TB care and control.

The incumbent will be a recognized expert in the field of TB care and control, and will perform the full range of consultative, advisory, project management, technical support, monitoring, data collection and evaluative functions. S/he will lead the continued development and management of USAID's TB strategy in India, responding to changes in the environment as new challenges and new tools/methodologies emerge continuously.

Broadly, the incumbent's responsibilities include:

1) Strategic Planning, Project Management and Monitoring

Under supervision of the USAID/India IDPC Division Chief, the incumbent will be responsible for the following activities:

- Manage a growing TB portfolio, currently composed of five field support activities and one mission-based award, all focused on improved TB care and control in India
- Maintain current knowledge and information on TB care and control issues including emerging challenges and best practices
- Design innovative activities and promote state-of-the-art approaches to TB care and control issues and conduct on-going analysis of TB care and control issues in the country
- Maintain a strategic balance of support to public, private, and civil society partners – empowering each sector to focus on their comparative advantages while working together for programmatic synergies

The incumbent will serve as senior advisor and Project Management Specialist within the IDPC division, the Health office and the USAID mission. S/he is a recognized expert in the field of TB. S/he will handle many factors of complexity and high degree of difficulty in the area of TB. This includes interpreting and analyzing reports from projects as well as government data from open sources and making recommendations for strategic interventions at the project level as well as the USAID mission level.

The incumbent leads development of strategies for the Mission's TB program, comparing options on the basis of US Government objectives, resource availability, cost effectiveness, USAID comparative advantage and the likelihood of success. S/he will serve as the Contracting/Agreement Officer's Representative (COR/AOR) for the Mission managed TB project and be responsible for all COR/AOR functions related to the project. S/he also serves as the activity manager for four field support TB projects funded by USAID/India's TB funds. S/he will take complete responsibility for designing and developing new TB projects or modifying the existing ones, while ensuring that they are aligned with USAID and GOI priorities on TB control. This will include planning, design, management, monitoring and reporting, approving work plans and budgets. S/he will be responsible for providing required inputs for developing the operational plan, periodic progress reports and provide any other data as required.

This work will involve high-level negotiations with national and state governments,

USAID/India and USAID/Washington. S/he will operate with a high level of independence and latitude leading to independent decision making. In these roles, the incumbent draws upon his/her knowledge and experience in the field of TB control. S/he will ensure that, based on his/her expertise, USAID programs reflect sound project design, implementation, monitoring and evaluation and documentation of the project's experiences. S/he will be responsible for ensuring that the various TB activities supported by USAID are well coordinated and avoid duplication. S/he will be responsible for providing project management and monitoring support to one Mission managed and four Washington activities funded with field support to ensure the quality of the program, its adherence to program objectives and achievement of results. S/he will represent USAID at appropriate meetings/forums connected to the projects. S/he will initiate adjustments to the projects/activities based upon independent assessments of progress and results.

2) Technical Assistance and Oversight

As the COR/AOR for the Mission managed TB projects and four field support projects, the incumbent provides appropriate technical assistance and oversight in planning, design and implementation of activities at field level as well as at the policy level.

S/he will focus on a range of technical areas including: provision of technical assistance to the national program at field and central levels; coordination with a variety of donors and implementers; lab system strengthening for diagnosis of drug-resistant strains of TB; public-private collaboration between GOI and civil society; advocacy, communication, and social mobilization (ACSM); and support the various national and state level partnerships for TB care and control. S/he will also work with the HIV team for improved integration of TB and HIV activities within the USAID-supported activities.

As the TB focal point for the office, the incumbent will provide need-based technical assistance to TB-focused activities in other divisions - Health systems and Reproductive, Maternal, Newborn, Child Health and Adolescents (RMNCH+A). S/he will provide technical assistance to USAID projects in design and implementation of TB care and control activities – some cross-cutting with national impact and others state-specific, requiring participation in technical discussions with high-level experts. S/he will also have expertise in epidemiology and data analysis and will provide assistance on evidence based programming for the HIV/TB portfolio.

S/he will review available data and advise how USAID resources may be best utilized for TB care and control programs. S/he will analyze and interpret epidemiological and programmatic data to provide guidance on replication of best practices in TB care and control, as appropriate. S/he will serve as the USAID focal person to assist with inputs and oversight of TB grants provided through the Global Fund to Fight AIDS, TB and Malaria, providing technical insights to the USAID/USG representative to the Country Coordination Mechanism and performing related functions as proposals are developed and reviewed.

S/he will be a senior technical member of the HIV/TB team and will represent USAID in high-level technical meetings with the Deputy Director General of the Revised National TB Control Program (RNTCP); State Health Secretaries, other development partners and USG agencies. S/he may be required to serve as the acting Division Chief in the absence of the Division Chief, performing supervisory and administrative functions.

3) Coordination and Representation

The incumbent will be the USAID point person on TB care and control, working closely with other COR/AORs. S/he will represent USAID in technical meetings on TB care and control and will liaise with other USG agencies on relevant areas. S/he will also liaise with high level technical experts and officials. S/he will attend meetings with high-level officials of GoI related to TB activities of USAID and discuss issues of complementarities, funding, technical assistance and other relevant areas. S/he will take a proactive role to ensure that the different activities under the USAID TB portfolio are well coordinated and do not overlap, including with GOI and other donor TB activities.

Language:

Fluency in English Level IV (fluency – speaking/reading/writing) is required.

Knowledge:

The incumbent should have good knowledge, understanding, and experience of health related issues in general and TB care and control issues and response in India in particular. S/he should be conversant with national TB priorities per RNTCP guidelines, response, best practices, and activities. An overall understanding of TB epidemiology, TB diagnosis and care, drug resistance, TB/HIV co-infection, ACSM, public-private coordination, and relevant data analysis, interpretation, and use will be required.

Ability and Skills:

The specialist must have:

- Ability to plan strategies with partners and provide technical advice on TB care and control, in line with RNTCP and USAID priorities.
- Ability to prepare written reports and statistical tables, and to use standard computer programs.
- Ability to handle sensitive issues diplomatically and to inspire confidence in GoI counterparts.
- Skill to negotiate sensitive and complex issues through initiative, imagination, resourcefulness and diplomacy.

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

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

2. Submit **electronic copies** of applications to: 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.