



USAID Development Assistance Specialist – Environmental Health

FSN-10

Position Description

BASIC FUNCTION OF POSITION

The Environmental Health Specialist (EHS) is a mid-level professional in the USAID/Nepal HEO providing technical, programmatic and administrative support and overseeing Water, Sanitation and Hygiene (WASWH) activities to the broader Environmental Health portfolio. This interdisciplinary position will provide technical assistance and engage in monitoring for technical aspects, social mobilization, and integration of activities with government services. Other areas of responsibility include active participation, as requested, as a USAID/Nepal representative in district- and central-level, multi-sectoral Government of Nepal (GON) technical and program planning meetings, e.g. Ministry of Health and Population (MOHP), Department of Health Services (DHS), Ministry of Planning and Public Works (MPPW), Department of Water Supply and Sewerage (DWSS), Ministry of Education and Sports (MOES), and Department of Education (DOE); donor and implementing partner coordination meetings; and program-related workshops and seminars. This position will also backstop the HIV (as A/AOR) and infectious disease/disability program (as Activity Manger) at USAID/Nepal.

MAJOR DUTIES AND RESPONSIBILITIES

- A. **45% time – Activity Management:** The EHS serves as Agreement Officer's Representative (AOR), Alternate (A/AOR) or Activity Manager for five activities with a combined Life of Project (LOP) of \$35 million, including Safe WASH II, the Saath-Saath Project, the new Health and Hygiene Project, the STRIDE disability rehabilitation project, and the ENVISION/Neglected Tropical Disease centrally funded activity and future activities as needed.
1. Serves as Agreement Officer's Representative for Safe WASH II, a \$2 million LOP 5-year activity (2014-19).
 2. Serves as Alternate Agreement Officer's Representative (A/AOR) for:
 - a. The Saath-Saath Project (a five-year, \$25 million LOP HIV/AIDS activity),
 - b. The new Health and Hygiene Activity (a five year, \$5 million LOP Water and Sanitation for Health activity) and;
 - c. The STRIDE disability rehabilitation project (a six-year, \$2.7 million LOP activity).
 3. Serves as the Activity Manager for the ENVISION/Neglected Tropical Disease centrally funded activity (with a \$200,000/year obligation in Nepal) and future activities as needed.

4. As AOR/COR, provides technical and programmatic review of Safe WASH II's Nepal's semi and annual work plans, semi and annual progress reports, personnel manual, financial management and accountability framework, financial system, administrative and procurement policies, communication, information and physical security plan, Performance Based Management System and Global Information System plans, emergency preparedness and response plan, gender equality and social inclusion strategy plan, environment mitigation and monitoring, semi and annual budgets, weekly news and hot topics submissions, branding and marking plan, and annually prepares the relevant narratives for the USAID/Nepal planning for portfolio, Performance Plan and Report (PPR) and reporting process to USAID/Washington.
5. Provides technical and programmatic oversight of key components of environmental health and HIV activities to ensure the achievement of results on an annual basis and at the end of the five-year USAID/Nepal strategy.
6. Collaborates in the design, implementation and evaluation of appropriate operational and intervention-linked quantitative and qualitative research and efficacy studies for the evaluation of environmental health and HIV-related activities.
7. Conducts field visits to USAID-supported environmental health and HIV activities to meet with implementing partners and government health officials as appropriate, providing technical, programmatic and administrative guidance.
8. Works closely with the Financial Management Office to ensure that funds are spent on a timely manner. Reviews the financial documents received from the partners for payment and forward them for further approval.
9. Identifies opportunities for integrating "state of the art" environmental health and HIV-related approaches into USAID activities, providing technical assessments and recommending strategies to pilot innovative interventions.
10. Provides recommendations on the need for short-term technical assistance from USAID/Washington for environmental health-related activities and writes the technical components of the scope of work for consultants.
11. Ensures that the AOR/COR official files for projects under the purview of this position are up-to-date, complete and accurate.
12. Serves as AOR/COR or Activity Manager for other projects as needed.

B. 35% time- Alternate Mission Environmental Officer:

1. Ensure mission compliance with relevant USAID environmental policies and procedures, including 22 CFR 216. In this capacity, the EHS reviews Initial Environmental Examinations (IEE), Requests for Categorical Exclusions (RCE),

Environmental Assessment Scoping Statements (EASS), Environmental Assessments (EA), IEE or EA Amendments or other documents developed in fulfillment of 22 CFR 216 requirements.

2. Advise Development Objective Teams, Activity Managers and COTRs/AOTRs, and Operating Unit heads on: (1) how best to comply with USAID's Environmental Procedures over the life of project, including effective monitoring of partner implementation of the environmental mitigation measures required by IEEs and EAs; (2) how to obtain additional environmental expertise to assist in compliance with USAID's mandatory environmental procedures.
3. Ensure the environmentally sound design and management of mission activities,
4. Serve as the alternate point of mission contact with the Bureau Environmental Officers and the Regional Environmental Advisor;
5. In the course of her/his duties, and in consultation with the Development Objective Team Leader and COR/AOR, undertake desk or field-based environmental compliance monitoring of any project or activity in the Mission portfolio;
6. Assist with relevant annual reporting requirements for ensuring full compliance with USAID's environmental policies and procedures.

C. 20% time-Serves as a senior-level professional member of the USAID/Nepal Health and Education Office:

1. As Environmental Health technical expert , advise the HEO and USAID/Mission on WASH issues.
2. Incumbant's supervisor is the Team Leader for WASH, infectious disease, disability and social marketing, plus AOR for disability and two WASH activities. Thus the job holder must be ready act for the Team Leader as required in her absence.
3. Participates in regular weekly technical team meetings, health office meetings, environmental health, and other USAID/Nepal routine mission-wide meetings.
4. Serves as HEO's Procurement Coordinator. In this capacity, the EHS acts as HEO's primary liaison to the Office of Acquisition and Assistance, and tracks ongoing and future HEO procurements to ensure that they are kept on schedule.
5. Provides technical and programmatic input and participates in planning and presentation of the annual portfolio review to USAID/Nepal senior management and the Government of Nepal.
6. Participates in the preparation of sites for high level delegations.

7. Coordinates and communicates regularly with other members of the HEO, Environmental Health and Social Marketing Team, and other USAID/Nepal staff on administrative, technical, programmatic and policy issues related to environmental health.
8. Writes drafts and edit final versions of all necessary technical and scientific reports and presentations.
9. Coordinates and edits materials and reports related environmental health for USAID/Nepal briefings and presentations.
10. Assists in preparing HEO financial management documentation in areas of program responsibility. Assists in preparing Implementation Letters for commitment of USAID funds. Assists USAID/Nepal's Financial Management Office and Office of Acquisition and Assistance in closing out unspent/unliquidated balances as necessary.
11. Serves as one of two HEO GLAAS Subject Matter Experts and Primary Requestors.
12. Other duties as assigned.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- A. **Education:** Bachelor's/University degree in public health or field related to Water Sanitation and Hygiene (WASH) is required.
- B. **Prior Work Experience:** Five years of progressively responsible/mid-level experience in the field of WASH and/or WASH-related public health is required.
- C. **Post Entry Training:** AOR/Contracting Officer Representative certification training required.
- D. **Language Proficiency:** Level IV (fluent) in English is required, both speaking and reading. Level IV (fluent) in Nepali is required, both speaking and reading.
- E. **Job Knowledge:** Technical and programmatic WASH and infectious disease expertise is required. Good knowledge of public health issues in Nepal, best practices to address them, and evaluation methods, both quantitative and qualitative required.
- F. **Skills and Abilities:** Must possess the ability to establish and maintain effective working relationships with other senior level representatives from USG agencies, USAID implementing partners, central and district level GON and non-governmental organization counterparts. Must possess ability to communicate complex, specialist knowledge to other experts and lay persons, ability to independently mentor technical professionals, and advanced information technology abilities. Requires excellent ability to work in a team environment.

POSITION ELEMENTS

- A. **Supervision Received:** The position reports directly to the Environmental Health and Social Marketing Team Leader, with additional oversight from other HEO management, as needed.
- B. **Supervision Exercised:** No direct supervision required, but responsible for coordination of 17 persons for procurement and GLAAS actions (1 FTE) and Co-Mission Environmental Officer for 34 persons plus Weekly Reports to Washington for 17 persons (1 FTE).
- C. **Available Guidelines:** The position requires a knowledge and use of USAID regulations and guidelines for Health Sector "earmarked funding" and fiscal administration of Population Health and Nutrition sector budgets (particularly for Population and Child Survival earmarked funding), administration of bilateral Assistance Agreements, administration of program procurement mechanisms, and administration of field support funded mechanisms.
- D. **Exercise of Judgment:** The position requires the ability to independently exercise sound and logical judgment, without assistance, when the situation requires.
- E. **Authority to Make Commitments:** None
- F. **Nature, Level, and Purpose of Contacts:** The position acts as liaison with both district- and national-level GON officials from the WASH and related health sectors, other health and health-related sector donors (particularly those involved in WASH), and implementing partners operating under bilateral or field support mechanisms. The job holder liaises with Office and Mission Directors on a monthly basis as HEO Procurement Coordinator and periodically as Alternate Mission Environmental Officer.
- G. **Time Expected to Reach Full Performance Level:** Up to one year (for candidates without COR/AOR certification).