



USAID/India is accepting applications for the following:

NO.: 15-124

DATE: April 29, 2015

SUBJECT: Vacancy Announcement

POSITION:

India Interagency PEPFAR Country Coordinator, USAID/India (Resident-Hire U.S. Personal Services Contract), GS – 14

OPEN TO:

U.S. Eligible Family Members (USEFMs), Eligible Family Members, and Members of Household (MOH) - All Agencies and U.S. Citizens

OPENING DATE: April 29, 2015

CLOSING DATE: May 13, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: GS-14 equivalent (Market range \$ 86,399 to \$ 112,319)
Salary to be paid within this grade depending on the experience, qualifications, and salary history.

LENGTH OF HIRE: One year

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in New Delhi is seeking an individual for the position of India Interagency PEPFAR Country Coordinator (Resident-Hire U.S. Personal Services Contract) for USAID/India.

BASIC FUNCTION OF POSITION

The PEPFAR/India Interagency Country Coordinator reports to the Deputy Chief of Mission (DCM), and is responsible for coordinating critical communications among participating USG departments and agencies (CDC, USAID, and State) involved in the President's Emergency Plan for AIDS Relief (PEPFAR) in India. The Ambassador heads the PEPFAR program and is the final decision maker with input from the Senior Management Team (SMT), which is comprised of the DCM, the Coordinator, and Agency leads. Supervision and annual evaluation of the

Coordinator is assigned to the Deputy Chief of Mission with consultation and input from the agency leads and the PEPFAR team.

The Coordinator is the primary point of contact with the S/GAC and the coordinator of activities related to PEPFAR in India. S/he plays a critical role in the facilitation, planning, implementation, and reporting of program performance of inter-agency programs. S/he is a facilitator, a communicator, and a negotiator, who works in concert with an interagency team in a collaborative manner to implement the PEPFAR program and must maintain neutrality in the event of interagency conflict in order to successfully facilitate and negotiate.

S/he acts under the authority provided by the in-country U.S. Ambassador and the U.S. Global AIDS Coordinator in S/GAC in ensuring the success of the PEPFAR program in India. As the S/GAC representative in India, the Coordinator is charged with ensuring that the bilateral funds deployed by PEPFAR are wisely and effectively used to address the in-country HIV/AIDS epidemic. As such, the Coordinator is responsible for keeping the Ambassador, or designee, and S/GAC informed on the PEPFAR program, significant challenges, or areas of concern. S/he must exercise considerable judgment and ingenuity, within the guidance and policies provided by S/GAC, to support the development of and oversee the strategies, tactical approaches and program initiatives that will strengthen the quality, availability and sustainability of HIV/AIDS prevention, treatment, and care services.

S/he is responsible for leading the development and monitoring of a cohesive interagency program by providing leadership and facilitation to the interagency PEPFAR team in India for all aspects of PEPFAR - policy, technical, managerial, and operational; collaborates with the U.S. Embassy, the USG Agencies, partner government, and S/GAC to ensure achievement, not only of the primary HIV/AIDS prevention, treatment and care goals of PEPFAR, but also the public health sustainability and health diplomacy goals of PEPFAR; is accountable to ensure the PEPFAR Senior Management Team (SMT) is achieving its objectives.

The Interagency Technical Teams (ITTs) are primarily responsible for the technical input and guidance of the program, while the SMT is involved in strategic direction, oversight and management. Agency leads should be copied on communications between the Coordinator and ITT or staff. As appropriate, they should also be included on substantive communications between the Coordinator and the S/GAC core team lead. This procedure is essential to retain trust and respect between Agency leads and the Coordinator. In addition, it is important that Agency leads copy the Coordinator on relevant communications related to matters of PEPFAR program strategy, implementation, and management and staffing. S/he may represent PEPFAR at official meetings. When the Coordinator meets with Government of India counterparts, s/he should include Agency leads or, if not possible, consult with Agency leads prior to the meeting and inform Agency leads of outcomes following the meeting.

The information about President's Emergency Plan for AIDS Relief (PEPFAR) and the office of the U.S. Global AIDS Coordinator (S/GAC), who is responsible for implementing PEPFAR is available at www.pepfar.gov<<http://www.pepfar.gov>>.

Broadly, the incumbent's duties and responsibilities will include:

Program Management and Implementation (60%)

- * The Coordinator facilitates and guides the USG interagency team in the conception, formulation, recommendation, and implementation of initiatives in response to India's epidemic profile. This includes:
 - * ensuring that the PEPFAR program fits within the regulations of the Government of India and aligns with international policies and recommendations;
 - * implementing USG policy and technical direction;
 - * facilitating the interagency approach to PEPFAR within the USG;
 - * restructuring, reorienting and recasting immediate and long range goals, objectives, plans and schedules to meet substantial changes in policy, legislation, program authority and/or funding;
 - * facilitating interagency consensus on determinations of projects to be initiated, dropped or curtailed;
 - * development of annual country operational plans (COPs);
 - * development and review of annual and semi-annual performance reporting (APR and S/APR);
 - * facilitating organizational planning and overseeing the implementation of changes in organizational structure; and,
 - * engaging in long range planning in connection with prospective changes in USG funding, policies, and programs.
- * Establishes appropriate controls to ensure the integrity-financial, technical, and operational-of all HIV/AIDS prevention, treatment, and care programs implemented pursuant to the President's Emergency Plan for AIDS Relief.
- * As the daily representative of the Global AIDS Coordinator and the U.S. Ambassador working on the PEPFAR program, the Coordinator is the budget manager for the PEPFAR program in India. The Coordinator, in conjunction with the interagency Senior Management Team and, as necessary, the U.S. Ambassador, decides how best to apply the funds for successful program impact. To properly manage the budget, the Coordinator must understand

and routinely communicate the current levels of expenditure and pipeline, develop budgets, and ensure continued flow of funds necessary to implement the program.

- * Ensures the use of data collection and knowledge-based program management in regard to all aspects (implementation, technology, costing) of treatment, prevention and care strategies.
- * Facilitates decision-making to ensure program sustainability in a post-Emergency response with greater country ownership in the political ownership/stewardship, institutional ownership, capabilities, and mutual accountability.
- * Analyzes the unique operational context of the PEPFAR program in India and works with the interagency team to establish a vision and strategy for responding to this context within the guidelines of S/GAC policy and U.S. diplomatic priorities.

Collaboration Among Major Non-USG HIV/AIDS Stakeholders (20%)

- * Ensures coordination and linkage of USG HIV/AIDS bilateral assistance with other bilateral donors, non-governmental organizations, and international multilateral organizations engaged in the fight against the global HIV/AIDS pandemic, including the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund). Collaborates and shares information with multilateral partners, other donors, and S/GAC relevant to the success of broad efforts to mitigate the impact of the HIV epidemic in country. Liaises with these development partners, and in particular and in collaboration with the USG agencies with the Country Coordination Mechanism of the Global Fund, to ensure complementarities between the USG investments and other donors.
- * Within the guidelines provided by S/GAC and U.S. diplomatic priorities, the Coordinator works with the interagency team to develop the vision of USG interaction with the GOI on all aspects of HIV/AIDS. Along with other USG agency leadership, establishes appropriate protocol for collaboration with the GOI. Promotes alignment with and understanding of the GOI priorities and policies among USG staff implementing the PEPFAR program.
- * Evaluates the relative need, local conditions and capability of the GOI to develop or improve their infrastructure and programs necessary to provide or strengthen the quality, availability and sustainability of HIV/AIDS treatment, prevention and care services. Leads discussions, as appropriate, about the timing and implementation plans for transition from USG resources toward other types of funding for sustainable HIV responses. Counsels and advises S/GAC decision-makers regarding the optimal mix of funding support for India.
- * To the extent possible, ensures outreach to and engagement of private-sector partners, including advocacy groups, faith- and community-based organizations, and businesses in the HIV/AIDS response. Encourage the engagement of these groups by all USG agencies

responding to the epidemic in-country.

Program Representation (20%)

* In collaboration with various PEPFAR implementing agencies, represents the USG, and the Ambassador's office in particular, in country-level and, when appropriate, international-level fora, such as working groups, country coordinating mechanisms, steering committees, etc., with a focus on responding to the HIV epidemic and to integration of HIV services into broader health efforts in India.

* Counsels and advises the S/GAC and U.S. Embassy staff on relevant HIV/AIDS policies and issues that emerge in various settings with stakeholders. As requested by S/GAC and the U.S. Embassy, speaks on behalf of the USG about specific country HIV/AIDS epidemic needs based on a comprehensive knowledge of the overall country, regional, and global context, in-country HIV/AIDS prevention, treatment and care programs, and the current status of implementation of PEPFAR. Supported by a Country Support Team Lead (CSTL) at S/GAC, communicate field-based and headquarters priorities upstream and downstream. With the CSTL, facilitate interagency dialogue between the field and headquarters interagency teams.

* Informs and engages the U.S. Embassy Front Office, the U.S. Global AIDS Coordinator, USG representatives in-country administering HIV/AIDS prevention, treatment and care programs, non-governmental organizations, and partner government officials and their medical professionals on PEPFAR program achievements, concerns and needs and to reinforce initiatives to accomplish the goals of PEPFAR through bilateral and multilateral diplomatic efforts.

A copy of the complete position description listing all duties and responsibilities is available on USAID/India website <http://www.usaid.gov/india/careers>. It can also be obtained from the USAID India Human Resources Division (Contact: Vandana Sharma, Human Resources Specialist at Ext. 8117 or e-mail: vsharma@usaid.gov<mailto:vsharma@usaid.gov>)

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Master's degree is required.
2. Prior Work Experience: A minimum of five years of progressively responsible professional level experience at the international program management level and experience working internationally in the design, implementation and evaluation of public health programs, preferably with a focus on HIV/AIDS.

3. Language Proficiency: Strong written and oral proficiency in English is required (Level 5).
4. Knowledge: Knowledge of HIV/AIDS programming required. Incumbent should have knowledge of strategies, policies, objectives, development perspectives and current best - practices in HIV/AIDS prevention, care and treatment.
5. Skills and Abilities:
 - * Demonstrated strong interpersonal skills and ability to work in a multi-cultural setting.
 - * Demonstrated strength in oral and written communications and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
 - * Skills in mediating interagency conflicts and facilitating consensus decisions on complex technical, programmatic, strategic and financial issues.
 - * Strong quantitative and analytical skills.
 - * Strong capacity to multi-task, including managing, prioritizing and fulfilling competing demands in real time.
 - * Proven ability to keep track of a large amount of data and manage complex interagency planning and reporting processes.
 - * Ability to empower PEPFAR team members to apply available resources and expertise to addressing the local epidemic.
 - * Ability to exercise cross-cultural sensitivity and awareness.
 - * Ability to supervise and lead teams of professionals.
 - * Ability to quickly familiarize with USG systems and implementation mechanisms.
 - * Ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.
 - * Ability to produce concise, clear reports, and proficiency in word processing, spreadsheet, databases and other computer applications.
 - * Ability to track complex and constantly shifting budgets.

Note: This position is under a resident-hire U.S. Personal Services Contract with limited fringe

benefits.

SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The selected candidates for this position must obtain a "Facility Access" level clearance within a reasonable period of time (USAID will provide details regarding this clearance to the selected candidate) from USAID/Washington's Office of Security. A substantial delay in obtaining the required clearance will make the applicant ineligible for selection.

USAID/India expects to award a personal services contract for two-years with the possibility of extension, commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is New Delhi, India.

Evaluation factors:

A. EDUCATION (15 points):

A master's degree is required. Applicants will be evaluated on the relevance of their educational accomplishments to the functional responsibilities of the position.

B. WORK AND PROFESSIONAL EXPERIENCE (40 Points):

* A minimum of five years of progressively responsible professional level experience in working with Health, Development and/or HIV/AIDS issues and programs.

* Demonstrated experience working with international donors and government officials in developing countries supporting public health programs. Familiarity with USG policies would be preferred, but not required.

* Demonstrated experience in project management and coordinating complex programs in resource poor settings with multiple partners.

- * Demonstrated experience with facilitating meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.

C. SKILLS AND ABILITIES (45 points):

- * Demonstrated strong interpersonal skills and ability to work in a multi-cultural setting required.

- * Demonstrated ability to deal effectively with and resolve conflict.

- * Demonstrated ability to work effectively in large teams and work towards positive performance overall.

- * Demonstrated ability to develop and coordinate implementation of detailed work plans/timelines for major time-sensitive and complex work projects that are dependent on contributions from multiple US government agencies and dozens of individuals.

- * Ability to produce concise, clear reports, and proficiency in word processing, spreadsheet, databases and other computer applications.

- * Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.

- * Experience with tracking complex and constantly shifting budgets.

- * Familiarity with USG systems and implementation mechanisms.

Total = 100 points

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. The candidate must be able to obtain and hold a 'Facility Access" level security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family member (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

OR

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); or

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet.

SUBMIT APPLICATION TO

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<mailto:indiaper@usaid.gov>

POINT OF CONTACT

Mr. Yashwant Kumar Kainth, Executive Officer
Telephone: [91-11-2419-8542](tel:91-11-2419-8542)

CLOSING DATE FOR THIS POSITION: MAY 13, 2015 COB 17:00 hrs.

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Tab 1 – POSITION DESCRIPTION:

Tab 1 -

POSITION DESCRIPTION: India Interagency PEPFAR Country Coordinator
(Resident – Hire USFSC), GS-14

PLACE OF PERFORMANCE: USAID/India, U.S. Embassy, New Delhi, India

POSITION TITLE OF DIRECT SUPERVISOR: Deputy Chief of Mission (DCM)

SECURITY CLEARANCE REQUIREMENT: Facility Access

PERIOD OF PERFORMANCE: One year

Background

PEPFAR – the U.S. Government initiative to help save the lives of those impacted by HIV/AIDS around the world – is the largest commitment by any nation in history to combat a single disease internationally. PEPFAR investments also help alleviate suffering from other diseases across the global health spectrum.

PEPFAR is driven by a shared responsibility among donor and partner nations and others to make smart investments to save lives. Thanks in large part to U.S. leadership, tremendous progress has been made in the fight against global AIDS. PEPFAR has directly supported life-saving antiretroviral treatment for more than 5.1 million men, women and children worldwide as of September 30, 2012. PEPFAR has directly supported nearly 15 million people with care and support, including nearly 5 million orphans and vulnerable children, in fiscal year 2012 alone. PEPFAR directly supported antiretroviral prophylaxis to prevent mother-to-child HIV transmission for more than 750,000 HIV-positive pregnant women in fiscal year 2012, allowing more than 230,000 infants to be born HIV-free.

In its second phase, PEPFAR focuses on the transition from an emergency response to building sustainable programs. These programs are country-owned and country-driven and address HIV/AIDS with a broader context of health and development. PEPFAR's reauthorization program builds on past strengths and increases efficiencies by scaling up effective interventions and ensuring value. The goals of this phase are to:

1. Transition from an emergency response to promotion of sustainable country programs.
2. Strengthen partner government capacity to lead the response to this epidemic and other health demands.
3. Expand prevention, care, and treatment in both concentrated and generalized epidemics.
4. Integrate and coordinate HIV/AIDS programs with broader global health and development programs to maximize impact on health systems.

5. Invest in innovation and operations research to evaluate impact, improve service delivery and maximize outcomes.

Within the State Department, the Office of the U.S. Global AIDS Coordinator (S/GAC) is responsible for implementing PEPFAR. Additional information about S/GAC and PEPFAR is available at www.pepfar.gov.

PEPFAR in India: Given India's large landmass, sizeable population, and substantial domestic resources, PEPFAR/India maintains a highly focused portfolio that provides high-level, high impact technical assistance (TA) to the Government of India (GOI) and its partners, to facilitate implementation of the National AIDS Control Program (NACP). The USG supports direct services only in the context of demonstration projects, designed to test interventions and service delivery models for adoption and scale up by the GOI. All these discussions are framed by the PEPFAR/India Five-Year Strategy for 2011-2015, and informed by continuing negotiations to ensure that investments leverage additional resources, capitalize on evolving opportunities, and optimize program sustainability.

PEPFAR/India's proposed program reflects a strong commitment to the priorities laid out in the *PEPFAR Blueprint: Creating an AIDS-Free Generation*. PEPFAR/India's program focuses on four major areas: (A) improved access to the continuum of quality care among Key Populations (KPs), Orphans and Vulnerable Children (OVC), and People Living with HIV/AIDS (PLWH); (B) stronger health systems; (C) strengthened capacity; and (D) country ownership and sustainability.

The PEPFAR/India program currently has funding and positions approved for a four-person unit. The PEPFAR Unit staff includes: the PEPFAR Coordinator; Strategic Information Advisor; Project Management Assistant; and the Secretary.

In India, PEPFAR programs are implemented by three USG agencies present in country; the Department of State (DOS) – represented by the U.S. Embassy, the Centers for Disease Control and Prevention (CDC), and the United States Agency for International Development (USAID). These agencies support a coordinated interagency management model which leverages and builds upon agency-specific strengths, expertise and historical relationships to achieve shared PEPFAR goals.

The Ambassador heads the in-country PEPFAR program and is the final decision maker under PEPFAR Guidance for all program plans and activities submitted to the U.S. Global AIDS Coordinator. The Embassy Front Office leads a coordinated multi-agency PEPFAR team to develop and implement a single USG country plan that is aligned with the Government of India's National Strategy for HIV/AIDS and responsive to local needs and circumstances. The Front Office also ensures that the program is integrated so as to support mutual accountability for results. The PEPFAR Coordinator is the primary liaison to the Ambassador in providing day-to-day coordination in implementing the USG HIV/AIDS strategy for India, consistent with

S/GAC/PEPFAR goals and resources. The PEPFAR Coordinator works under the direction of the Front Office to ensure an overall balanced and well-coordinated HIV/AIDS program.

The Coordinator works closely with the PEPFAR Senior Management Team, made up of representatives from CDC and USAID, in the planning, implementation and reporting of the PEPFAR program in India. The SMT is supported by the broader PEPFAR team, which is organized around Interagency Technical Teams (ITTs).

The GOI is committed to fighting HIV/AIDS and takes the leadership role in HIV/AIDS prevention, care, and treatment care for all its citizens. Over the past ten years, PEPFAR has supported the national capacity to plan, lead, manage, and deliver quality HIV/AIDS services across India. The United States is the largest HIV/AIDS bilateral donor in India, with total support of over \$270 million during the first ten years of PEPFAR. Other major bilateral and multilateral donors supporting HIV/AIDS in India include: the Global Fund to Fight AIDS, Tuberculosis, and Malaria (Global Fund), and United Nations agencies (UNDP, UNICEF, UNAIDS, and the World Health Organization). India is one of the largest recipients of assistance from the Global Fund, with over \$1 billion in approved funding, of which just under \$800 million is for HIV, over \$200 million for TB and over \$80 million for malaria, currently implemented through 12 Principal Recipients (PRs). The USG actively participates in donor coordination and harmonization on a number of levels, including the Global Fund Country Coordinating Mechanism (CCM), chaired by the MOHFW Secretary. The CCM incorporates substantial representation from the GOI, donors, and international and local civil society organizations that support the health sector.

As a result of these efforts, PEPFAR has seen great success in India. The PEPFAR program supports work in health systems strengthening, laboratory support and strategic information. In addition to the primary focus of providing technical assistance to the GOI, during FY13 PEPFAR provided care and support to around 700 individuals, counseled and tested over 20,000 individuals and reached to over 138,000 Key Population individuals with prevention interventions.

Basic Functions of the position:

The PEPFAR/India Interagency Country Coordinator reports to the Deputy Chief of Mission (DCM), and is responsible for coordinating critical communications among participating USG departments and agencies (CDC, USAID, and State) involved in the President's Emergency Plan for AIDS Relief (PEPFAR) in India. The Ambassador heads the PEPFAR program and is the final decision maker with input from the Senior Management Team (SMT), which is comprised of the DCM, the Coordinator, and Agency leads. Supervision and annual evaluation of the Coordinator is assigned to the Deputy Chief of Mission with consultation and input from the agency leads and the PEPFAR team.

The Coordinator is the primary point of contact with the S/GAC and the coordinator of activities related to PEPFAR in India. S/he plays a critical role in the facilitation, planning, implementation, and reporting of program performance of inter-agency programs. S/he is a facilitator, a communicator, and a negotiator, who works in concert with an interagency team in a collaborative manner to implement the PEPFAR program and must maintain neutrality in the event of interagency conflict in order to successfully facilitate and negotiate.

S/he acts under the authority provided by the in-country U.S. Ambassador and the U.S. Global AIDS Coordinator in S/GAC in ensuring the success of the PEPFAR program in India. As the S/GAC representative in India, the Coordinator is charged with ensuring that the bilateral funds deployed by PEPFAR are wisely and effectively used to address the in-country HIV/AIDS epidemic. As such, the Coordinator is responsible for keeping the Ambassador, or designee, and S/GAC informed on the PEPFAR program, significant challenges, or areas of concern. S/he must exercise considerable judgment and ingenuity, within the guidance and policies provided by S/GAC, to support the development of and oversee the strategies, tactical approaches and program initiatives that will strengthen the quality, availability and sustainability of HIV/AIDS prevention, treatment, and care services.

S/he is responsible for leading the development and monitoring of a cohesive interagency program by providing leadership and facilitation to the interagency PEPFAR team in India for all aspects of PEPFAR — policy, technical, managerial, and operational; collaborates with the U.S. Embassy, the USG Agencies, partner government, and S/GAC to ensure achievement, not only of the primary HIV/AIDS prevention, treatment and care goals of PEPFAR, but also the public health sustainability and health diplomacy goals of PEPFAR; is accountable to ensure the PEPFAR Senior Management Team (SMT) is achieving its objectives.

The Interagency Technical Teams (ITTs) are primarily responsible for the technical input and guidance of the program, while the SMT is involved in strategic direction, oversight and management. Agency leads should be copied on communications between the Coordinator and ITT or staff. As appropriate, they should also be included on substantive communications between the Coordinator and the S/GAC core team lead. This procedure is essential to retain trust and respect between Agency leads and the Coordinator. In addition, it is important that Agency leads copy the Coordinator on relevant communications related to matters of PEPFAR program strategy, implementation, and management and staffing. S/he may represent PEPFAR at official meetings. When the Coordinator meets with Government of India counterparts, s/he should include Agency leads or, if not possible, consult with Agency leads prior to the meeting and inform Agency leads of outcomes following the meeting.

Major Duties and Responsibilities

Program Management and Implementation (60%)

- The Coordinator facilitates and guides the USG interagency team in the conception, formulation, recommendation, and implementation of initiatives in response to India's

epidemic profile. This includes:

- ensuring that the PEPFAR program fits within the regulations of the Government of India and aligns with international policies and recommendations;
 - implementing USG policy and technical direction;
 - facilitating the interagency approach to PEPFAR within the USG;
 - restructuring, reorienting and recasting immediate and long range goals, objectives, plans and schedules to meet substantial changes in policy, legislation, program authority and/or funding;
 - facilitating interagency consensus on determinations of projects to be initiated, dropped or curtailed;
 - development of annual country operational plans (COPs);
 - development and review of annual and semi-annual performance reporting (APR and S/APR);
 - facilitating organizational planning and overseeing the implementation of changes in organizational structure; and,
 - engaging in long range planning in connection with prospective changes in USG funding, policies, and programs.
- Establishes appropriate controls to ensure the integrity—financial, technical, and operational—of all HIV/AIDS prevention, treatment, and care programs implemented pursuant to the President’s Emergency Plan for AIDS Relief.
 - As the daily representative of the Global AIDS Coordinator and the U.S. Ambassador working on the PEPFAR program, the Coordinator is the budget manager for the PEPFAR program in India. The Coordinator, in conjunction with the interagency Senior Management Team and, as necessary, the U.S. Ambassador, decides how best to apply the funds for successful program impact. To properly manage the budget, the Coordinator must understand and routinely communicate the current levels of expenditure and pipeline, develop budgets, and ensure continued flow of funds necessary to implement the program.
 - Ensures the use of data collection and knowledge-based program management in regard to all aspects (implementation, technology, costing) of treatment, prevention and care strategies.
 - Facilitates decision-making to ensure program sustainability in a post-Emergency response with greater country ownership in the political ownership/stewardship, institutional ownership, capabilities, and mutual accountability.
 - Analyzes the unique operational context of the PEPFAR program in India and works with the interagency team to establish a vision and strategy for responding to this context within the guidelines of S/GAC policy and U.S. diplomatic priorities.

Collaboration Among Major Non-USG HIV/AIDS Stakeholders (20%)

- Ensures coordination and linkage of USG HIV/AIDS bilateral assistance with other bilateral donors, non-governmental organizations, and international multilateral organizations engaged in the fight against the global HIV/AIDS pandemic, including the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund). Collaborates and shares information with multilateral partners, other donors, and S/GAC relevant to the success of broad efforts to

mitigate the impact of the HIV epidemic in country. Liaises with these development partners, and in particular and in collaboration with the USG agencies with the Country Coordination Mechanism of the Global Fund, to ensure complementarities between the USG investments and other donors.

- Within the guidelines provided by S/GAC and U.S. diplomatic priorities, the Coordinator works with the interagency team to develop the vision of USG interaction with the GOI on all aspects of HIV/AIDS. Along with other USG agency leadership, establishes appropriate protocol for collaboration with the GOI. Promotes alignment with and understanding of the GOI priorities and policies among USG staff implementing the PEPFAR program.
- Evaluates the relative need, local conditions and capability of the GOI to develop or improve their infrastructure and programs necessary to provide or strengthen the quality, availability and sustainability of HIV/AIDS treatment, prevention and care services. Leads discussions, as appropriate, about the timing and implementation plans for transition from USG resources toward other types of funding for sustainable HIV responses. Counsels and advises S/GAC decision-makers regarding the optimal mix of funding support for India.
- To the extent possible, ensures outreach to and engagement of private-sector partners, including advocacy groups, faith- and community-based organizations, and businesses in the HIV/AIDS response. Encourage the engagement of these groups by all USG agencies responding to the epidemic in-country.

Program Representation (20%)

- In collaboration with various PEPFAR implementing agencies, represents the USG, and the Ambassador's office in particular, in country-level and, when appropriate, international-level fora, such as working groups, country coordinating mechanisms, steering committees, etc., with a focus on responding to the HIV epidemic and to integration of HIV services into broader health efforts in India.
- Counsels and advises the S/GAC and U.S. Embassy staff on relevant HIV/AIDS policies and issues that emerge in various settings with stakeholders. As requested by S/GAC and the U.S. Embassy, speaks on behalf of the USG about specific country HIV/AIDS epidemic needs based on a comprehensive knowledge of the overall country, regional, and global context, in-country HIV/AIDS prevention, treatment and care programs, and the current status of implementation of PEPFAR. Supported by a Country Support Team Lead (CSTL) at S/GAC, communicate field-based and headquarters priorities upstream and downstream. With the CSTL, facilitate interagency dialogue between the field and headquarters interagency teams.
- Informs and engages the U.S. Embassy Front Office, the U.S. Global AIDS Coordinator, USG representatives in-country administering HIV/AIDS prevention, treatment and care programs, non-governmental organizations, and partner government officials and their medical professionals on PEPFAR program achievements, concerns and needs and to reinforce initiatives to accomplish the goals of PEPFAR through bilateral and multilateral diplomatic efforts.

Qualifications required for effective Performance:

This position requires a highly qualified and experienced individual with exceptional interpersonal and communication skills, the ability to foster team work, the capacity for strategic thinking, and an understanding of the technical and policy requirements to achieve the PEPFAR goals in India. The incumbent must be familiar with and be able to work well in an overseas environment and with a wide range of governmental and non-governmental counterparts. The PEPFAR Country Coordinator must have the following qualifications:

Education: Master's degree is required.

Prior Work Experience: A minimum of five years of progressively responsible professional level experience at the international program management level and experience working internationally in the design, implementation and evaluation of public health programs, preferably with a focus on HIV/AIDS.

Language Proficiency: Strong written and oral proficiency in English is required (Level 5).

Post Entry Training: USAID and PEPFAR applicable trainings may be provided.

Job Knowledge: Knowledge of HIV/AIDS programming required. Incumbent should have knowledge of strategies, policies, objectives, development perspectives and current best – practices in HIV/AIDS prevention, care and treatment.

Skills and Abilities:

- A. Demonstrated strong interpersonal skills and ability to work in a multi-cultural setting.
- B. Demonstrated strength in oral and written communications and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- C. Skills in mediating interagency conflicts and facilitating consensus decisions on complex technical, programmatic, strategic and financial issues.
- D. Strong quantitative and analytical skills.
- E. Strong capacity to multi-task, including managing, prioritizing and fulfilling competing demands in real time.
- F. Proven ability to keep track of a large amount of data and manage complex interagency planning and reporting processes.
- G. Ability to empower PEPFAR team members to apply available resources and expertise to addressing the local epidemic.
- H. Ability to exercise cross-cultural sensitivity and awareness.
- I. Ability to supervise and lead teams of professionals.
- J. Ability to quickly familiarize with USG systems and implementation mechanisms.
- K. Ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.

L. Ability to produce concise, clear reports, and proficiency in word processing, spreadsheet, databases and other computer applications.

M. Ability to track complex and constantly shifting budgets.

Position Elements:

Supervision Received: The Coordinator is supervised by the Deputy Chief of Mission who provides on-site line management. The Ambassador provides country-level policy direction. The Coordinator also maintains an official reporting relationship to the U.S. Global AIDS Coordinator or his designee.

Supervision Exercised: The coordinator supervises the PEPFAR Coordination Unit, consisting of Strategic Information Advisor, Project Management Assistant and Secretary. S/he provides technical guidance, functions as a mentor, aids the employees to understand the post and its mission within the host country, assists the employees in establishing and completing developmental goals, developing necessary contacts and fosters the employee growth.

Authority to Make Commitments: The incumbent will have no independent authority to commit funds on behalf of the U.S. government.

Exercise of Judgment: The incumbent is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines to devise innovative approaches to resolve technical, administrative, managerial, and policy problems. Excellent, balanced judgment must be exercised in setting priorities. In addition, considerable judgment is required to work effectively with host-government officials; coordinate multi-sectoral efforts in support of objectives; and collect, analyze, and report the progress of activities and recommend project actions.

Nature, Level and Purpose of Contacts: To effectively function in this position, the incumbent will be required to establish and maintain solid working relationships with all categories and levels of internal and external staff, including all USG agencies in the U.S. Embassy; external implementing partners; Government of India officials; staff of United Nations agencies (e.g., WHO, UNAIDS), other international and donor organizations; representatives of regional organizations; international and local NGOs; private sector representatives; and the general public. The incumbent will be required to:

- Liaise with the Office of the Global AIDS Coordinator (S/GAC) through the respective country Core Team lead and members named by S/GAC.
- Liaise with interested/affected units at the U.S. Mission to ensure that the Ambassador/DCM and others are well apprised of key PEPFAR accomplishments, challenges, and timelines.
- Liaise between the SMT and the PEPFAR Team to maintain a timely exchange of information.

- Liaise with leads of the USG PEPFAR implementing agencies to ensure critical communication between and among agencies, including action requests, and policy guidance from S/GAC.
- Liaise with Government of India officials to promote maximum collaboration between the Government of India HIV/AIDS programs and those being planned and implemented by USG agencies and their partners.
- Liaise with development partners active in HIV/AIDS, and the Country Coordination Mechanism and administrative agents of the Global Fund to fight AIDS, TB and Malaria (Global Fund), to ensure optimal integration of USG efforts with those of others.

Available Guidelines: The incumbent is required to quickly understand Mission and Agency-specific policies and procedures which govern project design and activity management, in addition to USAID/India's established administrative operating procedures, policies, and formats. When provided, guidance from the supervisor is primarily with regard to policy, priorities, results to be achieved, basic approaches to be followed and, in the case of assembling reports, providing the nature and basic content of the reports. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall implementation of activities within the region, including, but not limited to, the Agency's Automated Directives System (ADS), General Notices/Mission Orders/Mission Notices, USG Procurement regulations, USAID Program Strategy and Policy Documents, OGAC Programmatic and Technical Considerations, and other OGAC guidance, and relevant State Department policies and guidance.

Time Required to Perform Full Range of Duties: 3 months

SELECTION FACTORS

To be considered for this position, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria listed below.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

A. EDUCATION (15 points):

A master's degree is required. Applicants will be evaluated on the relevance of their educational accomplishments to the functional responsibilities of the position.

B. WORK AND PROFESSIONAL EXPERIENCE (40 Points):

- A minimum of five years of progressively responsible professional level experience in working with Health, Development and/or HIV/AIDS issues and programs.

- Demonstrated experience working with international donors and government officials in developing countries supporting public health programs. Familiarity with USG policies would be preferred, but not required.
- Demonstrated experience in project management and coordinating complex programs in resource poor settings with multiple partners.
- Demonstrated experience with facilitating meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.

C. SKILLS AND ABILITIES (45 points):

- Demonstrated strong interpersonal skills and ability to work in a multi-cultural setting required.
- Demonstrated ability to deal effectively with and resolve conflict.
- Demonstrated ability to work effectively in large teams and work towards positive performance overall.
- Demonstrated ability to develop and coordinate implementation of detailed work plans/timelines for major time-sensitive and complex work projects that are dependent on contributions from multiple US government agencies and dozens of individuals.
- Ability to produce concise, clear reports, and proficiency in word processing, spreadsheet, databases and other computer applications.
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Experience with tracking complex and constantly shifting budgets.
- Familiarity with USG systems and implementation mechanisms.

SECURITY AND MEDICAL CLEARANCES

The selected applicant must be able to obtain a “Facility Access” level of Security Clearance and appropriate Medical Clearance from STATE/MED. The selected applicant must obtain these clearances prior to joining.

Note: This position is under a resident-hire U.S. Personal Services Contract with limited fringe benefits.

This is a complete and accurate description of the duties and responsibilities of this position.