POSITION DESCRIPTION: MATERNAL, NEONATAL, CHILD HEALTH, AND NUTRITION TEAM LEADER-GS-13

1. Introduction and Background

USAID/Nepal requests the services of a USPSC or TCNPSC to play a leadership role within the Health Office (HO) by managing the Maternal, Neonatal, Child Health, and Nutrition (MNCHN) team for one year with the possibility of extension. Health is the largest portfolio within the U.S. Mission in Nepal, and is a USAID strategic priority. The USAID HO activities support the GON in improving the availability and use of quality health services, as well as in strengthening key health systems. USAID health programming includes programming in MNCHN, Family Planning and Reproductive Health, HIV/AIDS, Water Security and WASH, Disability Rehabilitation, Infectious Disease, Health Systems Strengthening, and health research.

The HO comprises three teams—the MNCHN Team, which includes MNCHN service delivery and systems strengthening activities; the Environmental Health and Disability Team; and the HIV, Family Planning, and Social Marketing Team. The MNCHN Team is the largest, and manages about sixty percent of HO’s approximately USD 45 million annual budget, and several flagship activities.

2. Objectives

The objective of the assignment will be to support USAID/Nepal’s Health Office by managing the MNCHN team. The scope of the work includes providing technical and programmatic leadership and administrative oversight to the USAID MNCHN portfolio; guiding and informing the design, procurement implementation, and monitoring and evaluation of health activities; managing the MNCHN team and supervising highly-qualified Nepali technical experts and project managers; maintaining and managing relationships with the Government of Nepal (GON) and External Development Partners (EDPs).

This position requires a broad combination of technical, analytical, and project management skills, combined with excellent interpersonal, supervisory, and management skills. The Mission seeks an individual with proven experience in public health in a development setting. The varied duties and responsibilities of the MNCHN TL also call for broad professional education, training, and knowledge related to MNCHN and/or health systems strengthening.
The applicant will be expected to liaise substantially with USAID implementing partners, the Nepalese government, external health development partners, and other U.S. Government (USG) Agencies involved in the health sector.

3. Work Requirements

Task Areas:

3.1 Provide technical and programmatic leadership and administrative oversight on MNCHN.

3.2 Supervise staff working on MNCHN and manage the MNCHN team.

3.3 Serve as a senior level member of the USAID/Nepal Health Office.

The USPSC shall:

3.1 Provide technical and programmatic leadership and administrative oversight on MNCHN.

- Provide guidance and oversight to USAID project management staff as they manage MNCHN projects. Ensure technical, administrative, and financial oversight of USAID MNCHN projects.
- Monitor overall performance of MNCHN projects. Analyze indicator data, USAID research/surveys, and health sector research and surveys to determine whether shifts in programming and/or strategy are necessary.
- Conduct site visits to USAID MNCHN projects to monitor implementation.
- Ensure compliance with USAID regulations and US law; reduce audit and financial vulnerabilities.

3.2 Supervise staff working on MNCHN and manage the MNCHN team.

- Establish overall team priorities and objectives, provide direction to team members.
- Establish annual work objectives for individual team members and evaluate performance against those objectives.
- Establish annual professional development plans for each team member, ensuring that each individual and the overall team have the skills and knowledge necessary to achieve goals and provide adequate oversight to USAID MNCHN programming.
- Actively manage performance, including addressing instances of poor performance, if any. Provides on-going mentoring and coaching to team members.
- Ensure a safe and productive work environment for all staff by ensuring compliance with laws, principles, and Agency
guidelines on EEO, harassment, and other areas of human resource management.

- Manage administrative approvals for the team, for example: leave plans, overtime, travel, training, etc.

3.3 Serve as a senior level member of the USAID/Nepal Health Office.
- Ensure coordination of MNCHN projects with other health activities, as well as with relevant activities in other sectors such as agricultural, economic growth, environmental protection, etc.
- Contribute to USAID strategy and project development in public health and other technical areas.
- Serve as Acting Deputy Office Director and/or Acting Office Director as required.
- Represents the Health Office within the Mission, including by preparing and presenting papers, portfolio reviews, etc.; and by advising Mission management on technical areas of expertise.
- Represent the USAID Health Office to others within the U.S. government, the Government of Nepal, or the donor community as necessary.
- Manage visits by high-level delegations.
- Perform other duties as assigned.

4. Performance Period

The assignment will begin o/a September 2019 and end o/a September 2020, with the possibility to extend for up to three years if a third country national (a citizen of any country except Nepal or the United States of America) or five years if a U.S. citizen.

5. Reporting and Supervisory Relationships

- The USPSC will report to the USAID/Nepal HO Director or his/her designee.
- The USPSC will supervise four to seven HO staff and lead the MNCHN Team.

6. Contract Type and Payment Schedule

USAID/Nepal will offer a U.S./T.C.N. Personal Services Contract. The position has been classified at the GS-13 level. Step will be determined based on documented salary history.
7. Position Elements:

7.1 Decision Making – Requires substantial exercise of independent judgement in decision making, within Agency guidance and within broad administrative direction provided by supervisor. Decision making is informed by incumbent’s extensive knowledge and mastery of public health implementation science and research methods.

7.2 Knowledge – Requires mastery of one or more technical areas within public health.

7.3 Scope and Effect – Requires ability to act as a Team Leader and effectively manage staff. Provides oversight to the design, management, and evaluation of several health activities in varied technical areas. Serves as Mission technical expert in MNCHN, provides technical guidance to senior-level technical experts in MNCHN as well as to Mission management.

7.4 Contacts – Requires the ability to establish and maintain senior level contacts in the GON, among health EDPs and international partners, and with USG Agencies and USAID Offices.

7.5 Guidelines – Operates within the general guidelines established in the USAID Automated Directives System, USAID Global Health Bureau guidance documents, and other sources.

8. Selection Criteria

Applications will be evaluated against the following criteria related to education, experience, and knowledge:

8.1 Education (10 points): Masters degree in Public Health or equivalent/related degree.

8.2 Experience (50 points):
   1. At least five years of experience in public health program/project management
   2. Experience in one or more of the following health areas: nutrition, maternal and child health, neonatal health, local level health systems strengthening, supply chain management, water and sanitation
   3. Strong interpersonal skills required
   4. Development experience in Nepal preferred
   5. Experience representing agencies, organizations and/or development programs to host country governments and donor representatives preferred
6. Experience working on interdisciplinary and/or multi-cultural team environments preferred

8.3 Knowledge (40 points):
1. Demonstrated success in supervising and leading effective teams
2. Extensive knowledge/mastery of public health principles, concepts, methods and techniques including MNCHN and/or health systems strengthening
3. Knowledge of monitoring and evaluation processes and associated data systems; knowledge of health research methodologies
4. Fluency in spoken and written English required
5. Ability to communicate, influence and convince verbally and in writing
6. Advanced knowledge of program/project management, design, and planning processes
7. Advanced knowledge of USAID design, procurement, and implementation procedures preferred

8.4 Other Requirements:
1. Ability to start work in Kathmandu on May 1, 2019 or within one month of receipt of an offer of employment.
2. Ability to obtain USAID Security Clearance at Facility Access level.
3. Ability to obtain Medical Clearance.