USAID Project Management Specialist (Key Population HIV/AIDS)

13. BASIC FUNCTION OF POSITION

The USAID/Jamaica Key Populations (KP) HIV/AIDS Technical Advisor participates in and supports the management and coordination of programs/projects/activities within the USAID HIV program specifically related to Key Populations (KPs). S/he represents USAID in-working level meetings, and, at that level, speaks and/or makes presentations on behalf of the Agency and the U.S. Government (USG) President’s Emergency Plan for AIDS Relief (PEPFAR). S/he advises superiors on the implications of cutting edge scientific, social and political developments on the USAID and USG Caribbean Regional PEPFAR program. S/he establishes and maintains senior-level technical contacts on behalf of USAID, and the USG PEPFAR team, with governments throughout the region with a particular focus on partner governments in Jamaica, Trinidad and Tobago, Barbados, Guyana and Suriname. S/he also establishes and maintains senior-level technical and policy contacts with non-governmental organizations, the private sector, universities, research institutions and other donors. The KP HIV/AIDS Technical Advisor is responsible for oversight and management of activities within her/his portfolio including representing the Mission in discussions and negotiations with said implementing partners, preparing technical and financial performance reports, analyzing data and data trends to recommend strategic technical adjustments for high-impact KP HIV/AIDS programming at the community and facility service delivery interface. S/he tracks the overall budget progress and funding priorities of her/his portfolio and conducts/prepares all associated USAID and PEPFAR planning, reporting and monitoring site visits and reports. S/he plays an active role in the PEPFAR technical working groups as assigned, including potentially serving as technical working group chair. S/he assists Mission Management, the Office of Environment and Health, and visiting officials in public meetings, events, site visits and discussions with government officials, implementing partners and key stakeholders. S/he prepares briefing papers and contributes to other strategic and programmatic documents for USAID/Jamaica and the PEPFAR Caribbean Regional Program. The incumbent in her or his capacity supporting Strategic Information shall:

- Plan, design, and implement the portfolio strategies jointly in coordination with the SI and technical teams.

- Represent USAID/Jamaica on the SI Interagency Technical Working Group. Maintain close contact with other U.S. government agencies to ensure harmonized performance reporting under the PEPFAR initiative.

- Lead the design and implementation of program outcome evaluations and operations research (if necessary) to assess the impact and outcomes for learning, program management, and design of new activities.
Serves as Contracting Officer Representative/Assistance Officer Representative (COR/AOR)/Activity Manager, oversee USAID funded programs as required. Support USAID/Jamaica PEPFAR team to coordinate and/or interpret strategic information related policy and strategy issues from USAID and PEPFAR with the relevant Government of Jamaica (GOJ) and regional government offices, the U.S. government interagency teams, other donors, and non-governmental organizations (NGOs) working in the area of HIV.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

USAID remains at the forefront of the U.S. Government (USG) response in the fight against AIDS as a key partner in the President’s Emergency Plan for AIDS Relief (PEPFAR). The goal of the PEPFAR Caribbean Regional Program is to support the achievement of epidemic control and a sustainable response in five focus countries: Jamaica, Guyana, Trinidad and Tobago, Suriname, and Barbados. PEPFAR remains committed to supporting local governments’ efforts to reach the 90-90-90 targets and achieve epidemic control. KPs are disproportionately affected by HIV- with prevalence as high as 32% among MSM- because they engage in behaviors that significantly increase the risk of acquiring and transmitting HIV. Additionally, country laws and cultural norms criminalize and marginalize these behaviors resulting in these populations facing social stigmatization, and lack of an enabling environment creates barriers of access to HIV services for KPs. PEPFAR programming emphasizes the continuum of response across HIV prevention, care and treatment, and the links between community-based and clinical services. There is significant need for targeted, quality interventions tailored to KPs in Jamaica and across the Caribbean to reach the UNAIDS goals of 90-90-90.

**Provision of expert advice and programmatic guidance.** 60%

The job holder provides expert technical advice to USAID, the USG PEPFAR team, and implementing partners on the application of differentiated models of care and clinical service models to reach KPs including routine medical check-ups (for HTC, STI, OI, FP, etc.), differentiated models of care including one stop shops, PrEP, self-testing and index testing, VL testing, treatment and care, tracking referrals and addressing issues related to loss to follow-up. S/he ensures KP programming is of the highest quality and supporting the latest scientific and programmatic innovation and evidence-based global best practices. S/he promotes synergy and complementarity within the USG PEPFAR program and across USG implementing partners, particularly in Jamaica, Trinidad and Tobago, Barbados, Guyana and Suriname related to KP activities and provides key technical guidance to USG and local technical working groups and committees working on cross-cutting issues related to KPs, including gender, stigma and discrimination. S/he also actively participates in high-level USG and global meetings to develop coordinate policies, strategies and guidelines for KPs. The job holder ensures USAID and USG programming in these priority countries are complementary to other bilateral and multi-lateral HIV/AIDS programs providing support to KPs, including UNAIDS, the World Health Organization/Pan American Health Organization, and The Global Fund. Provides technical support in all data analytical processes critical for the HIV portfolio’s performance management,
specifically: planning data analyses, conducting data analysis, results interpretation and dissemination to USAID/Jamaica technical staff and implementing partners.

- Plans and implements data quality assessments for HIV and supports implementing partners in the development of data quality improvement plans.

- Provides technical assistance to implementing partners including but not limited to interpretations on indicators’ definitions and their reporting requirements, identification of potential areas of errors in the computation of coverage results across different outcome indicators, and development of technical program performance review forums.

- Assists the PEPFAR team on the use of relevant data management systems (databases) such as PEPFAR’s DATIM, PANORAMA and FACTS Info. Serves as subject matter expert on all data management systems and supports PEPFAR technical staff in the use of user-friendly data analytics programs that integrate data from different databases in answering specific questions on health outcomes of interest.

Program/Project/Activity Management and Monitoring 20%

The job holder provides managerial oversight and technical advice to support the implementation of the USAID’s HIV/AIDS programs specifically related to KP programming primarily through buy-ins to USAID/Global Health Bureau (GHB) implementing mechanisms but potentially through a combination of these mechanisms and acquisition or assistance instruments. The job holder may serve as Activity Manager coordinating closely with USAID/Jamaica and the USAID/GHB Contracting or Agreement Officer’s Technical Representative (AOR/COR). The job holder may also serve as the AOR/COR or Activity Manager managing an entire mechanism or as Activity Manager responsible for management and oversight of components of activities implemented in certain countries.

Data Analysis and Reporting 20%

The job holder is responsible for analyzing and synthesizing global and country-specific KP data and research in order to contribute to the PEPFAR Caribbean Regional Program strategy and to advise host governments and implementing partners during country-specific strategic planning processes. S/he will also support country programs in the design and presentation of KP monitoring data, with clear messaging, to reflect the program through comparative analysis of results and targets. S/he will contribute to PEPFAR leadership in the area of KPs by preparing reports and publications, including, but not limited to, technical updates for USAID/Jamaica, and by presenting within the office and interagency PEPFAR team. S/he will ensure all required site visits and grant/contract monitoring activities are performed to prescribed standards and are appropriately documented in a timely manner. S/he will use HIV/AIDS quantitative and qualitative data to analyze implementing partner technical assistance and other needs for optimal performance and future planning for impact. As AOR/COR or Activity manager, the job holder will ensure implementing partners are fully compliant with applicable USAID and USG regulations.
15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. **Education:** Completion of a Bachelor's Degree or the local equivalent in health, public health, epidemiology, counseling, psychology, sociology or related health or relevant social science concentration is required.

b. **Prior Work Experience:** A minimum of five years of progressively responsible, professional level experience in public health and HIV/AIDS is required. Demonstrated experience in and understanding issues relating to HIV for Key Populations within developing country settings is required.

c. **Post Entry Training:** Familiarization training in USAID specific procedures, regulations and methods is required and will be provided. Orientation to working from a donor-Agency perspective and in the context of the USG PEPFAR program will be provided. Successful completion of formal COR/AOR certification courses is required and will be provided. Other training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and courses, seminars, conferences and other activities in fields related to the function and needed to maintain and update professional qualifications may be provided as needed and as they become available, subject to availability of funds. CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

d. **Language Proficiency:** Level IV English, both oral and written, is required.

e. **Job Knowledge:** The job holder must have an in-depth professional-level knowledge of development principles, concepts and practices, especially as they relate to managing public health and HIV/AIDS prevention, care and treatment programs/projects/activities in the Caribbean region. S/he must have demonstrated technical knowledge and experience of development challenges in combatting the HIV/AIDS epidemic in the Caribbean and particularly among key populations and/or vulnerable populations. Knowledge of public and private approaches to providing innovative and high-impact support and clinical services across the HIV/AIDS continuum of care is required. The job holder must be familiar with the particular HIV/AIDS epidemic and the socio-cultural and economic conditions that serve as barriers to key populations in accessing appropriate and high-quality HIV/AIDS services in the Caribbean. The job holder must have an understanding of the resources, resource constraints and overall development prospects and priorities of Jamaica as well as the Caribbean region in relation to public sector HIV/AIDS responses. S/he must have knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy and practice relating to the sector, of USAID and PEPFAR programming policies, regulations and procedures. S/he must have the ability to quickly acquire knowledge of the objectives, methodology and status of assigned activities. The job holder must have knowledge and understanding of the organization and respective roles of the different levels
of the government of Jamaica to facilitate and promote effective communication and strong working partnerships to foster consensus on program/project/activity strategy and implementation. S/he must have demonstrated credibility as an expert in the field to effectively champion coordination and collaboration with all stakeholders, at both the highest policy levels and at the grass-roots. Knowledge of and experience with complex, web-based program planning and reporting databases. Detailed knowledge in the field of strategic information as it relates to global health.

f. **Skills and Abilities:** The job holder must have demonstrated excellent teamwork and interpersonal skills in a fast paced, dynamic and multi-cultural work setting is required. S/he must have advanced verbal and written communication skills and proven ability to provide concise and effective explanations of complex technical issues to both specialists and lay counterparts. The job holder must have the maturity to function independently within a complex, highly demanding and frequently changing environment. S/he must have the ability to organize and facilitate meetings and to make oral presentations to senior officials and partners on politically sensitive topics in a multi-cultural context. The candidate must be capable of prioritizing and managing several activities simultaneously. High levels of proficiency in Microsoft Office Suite and work processing is required. Ability to organize and present information, and ability to create and present data in charts, tables, graphs, and pyramids. Strong computer literacy with using word and excel software for the ability to create and edit charts, tables, graphs and presentations, in addition to the effective use of email and the Internet are required.

- Ability to facilitate training workshops and present technical data in a clear and concise manner to audiences with varying degrees of knowledge/experience in the energy sector.
- Ability to operate successfully in a team environment and to work independently.
- Excellent interpersonal skills.

### 16. POSITION ELEMENTS

a. **Supervision Received:** The KP HIV/AIDS Technical Advisor will work under the supervision of the USAID/Jamaica’s Environment and Health Office Director to support the USG’s efforts to achieve maximum national and regional impact from HIV/AIDS resources. Assignments are made via work objectives, annual work plans, semi-annual work plans, daily e-mail exchanges, and weekly coordination meetings. Priorities and deadlines are jointly set. The Supervisor takes the lead to review completed work for quality and appropriateness. The Supervisor is responsible for obtaining performance feedback information from all appropriate persons for annual performance evaluation reports. The KP HIV/AIDS Technical Advisor is delegated by the Supervisor to provide guidance and direction in professional situations as appropriate. A high degree of independent professional judgment is required, such as when consulting with medium and high-level Ministry of Health staff, USG PEPFAR counterparts, U.S. embassies, other donors, and in identifying opportunities for collaboration and coordination of interventions.
b. **Supervision Exercised:** This is a non-supervisory position. None the less, the job holder will be expected to provide collegial support to a diverse team of HIV/AIDS experts located across multiple countries in the Caribbean region.

c. **Available Guidelines:** USAID regulations, Automated Directives System, PEPFAR Guidance, Global Health/USAID/Washington regulations and policies will provide broad guidelines as to the conduct of work related to the duties described above. In situations where considerable interpretation is required, the incumbent will coordinate with the appropriate superior.

d. **Exercise of Judgment:** A high degree of independent professional judgment is required, such as when consulting with partner governments, U.S. embassies, other donors, the private sector in identifying opportunities for collaboration and coordination of interventions, and in recommending interventions to solve design, implementation, compliance and management challenges related to Key Population HIV/AIDS and related technical areas. Judgment is required in order to make decisions, based on careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact. The job holder completes work independently and monitors implementation of assigned portfolio while maintaining a high degree of accountability for results achieved.

e. **Authority to Make Commitments:** The incumbent cannot make financial commitments on behalf of the USG. However, because of the incumbent’s expertise and standing as a highly qualified professional in her/his field, weight will be given to her/his conclusions and recommendations when commitments are made by those with the authority to do so. The job holder does exercise the authority given to all USAID activity managers and AORs/CORs and may make administrative arrangements consistent with the ADS guidance and Mission policy. The Job holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and supervisor regularly informed of activity and portfolio status.

f. **Nature, Level, and Purpose of Contacts:** The Job holder maintains a full range of contacts within the Mission, at all levels, and with assigned implementing partners and grantees implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staff and senior staff as needed to keep the Embassies fully appraised of USAID PEPFAR work in-country. Host-governments, local and other contacts may vary widely with the type and scope of portfolio and may be at any level, including Ministerial, Deputy Minister, etc. Frequent and substantive personal contacts with senior-level technical officials of partner governments and with the private sector are for the purpose of explaining and defending USAID policies, objectives and procedures and to transmit and interpret government and private sector attitudes and concerns to Office and Senior USAID officials.

g. **Time Expected to Reach Full Performance Level:** One (1) year.

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