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AFGHANISTAN

Solicitation is open to: Afghan Nationals ONLY
Position Title: Project Management Specialist (Health)
Type of vacancy: Single
Opening date: June 18, 2014
Closing date: July 09, 2014
Vacancy announcement #: USAID/306/14/62/OSSD
Work hours: 40 hours (Full time)
Position Grade: FSN-10

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Project Management Specialist (Health) in the Office of Social Sector Development (OSSD).

BASIC FUNCTION OF THE POSITION:

The Project Management Specialist (Health) is assigned to the Health Team in USAID/Afghanistan's Office Social Sector Development (OSSD/Health). This is the principal office for the management of USAID/Afghanistan's \$129 million health and population portfolio. OSSD/Health is the primary liaison between the U.S. Government (USG) and the Government of the Islamic Republic of Afghanistan (GIROA). The OSSD/Health Team primarily liaises with the Ministry of Public Health (MoPH), and with several bilateral and multilateral donor agencies in health, such as the European Commission (EC), Canadian International Development Agency (CIDA), the French government, the German government, the Japan International Cooperation Agency (JICA) and Japanese Embassy, the World Bank (WB), the World Health Organization (WHO), UNICEF, and the United Nations Population Fund (UNFPA/FNUAP). In addition, OSSD/Health has less intensive liaison activities with other ministries, such as Education, Higher Education, Planning, Women's Affairs, Rural Reconstruction and Development and Finance. The OSSD/Health Project Management Specialist will work under the supervision of the Health Team Leader or her/his designee, at the U.S. Embassy in Kabul.

The Project Management Specialist (Health) provides technical, administrative, financial, and management assistance to USAID/Afghanistan under a Personal Services Contract (PSC). The incumbent employee serves as program specialist for health and/or population activities and assists USAID in implementing the Agency's sector-wide health activities in Afghanistan. The incumbent has daily responsibility for managing and coordinating project activities with officials in the Ministry of Public Health (MoPH) as well as with other ministries and international agencies associated with the implementation of health and population projects.

This is a professional management position that requires technical skills and program experience – particularly with regard to primary health care, maternal and child health, family planning/reproductive health, and health systems strengthening. It also requires well-developed interpersonal and managerial skills, sound judgment, and the ability to develop credible professional relationships within U. S. Government (USG) agencies and organizations, USAID, GIROA counterparts, U.S., international, Afghan technical organizations, Non-Governmental Organizations (NGOs), and Civil Society Organizations (CSOs). The incumbent maintains contact with GIROA officials, other organizations already named and service delivery personnel at all levels in

Afghanistan, and represents USAID in numerous high level technical, program and donor consultations and working groups (Consultative Group on Health and Nutrition, Technical Advisory Group, Health Donors' Coordination Meetings, etc.) related to health programs in Afghanistan. The incumbent assists in the coordination of USAID health and population project activities with other departments within USAID as well as with donors and other organizations named above.

The incumbent is also expected to understand, gather, analyze and use health, economic and social data for decision-making, and to advise others on data findings and implications for program decisions and activities. The incumbent will also work closely and collegially with colleagues on program and project designs, proposal reviews, work plans, and strategies, and will coordinate meetings or visits to USAID and the U.S. Embassy with counterparts in the U.S. Mission and with external counterparts in the health sector.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent serves as an Activity Manager, Certified Agreement Officer's Representative/Contracts Officer's Representative (AOR/COR), On-Budget Monitor (OBM), or an alternate for any of these positions and responsibilities as assigned and as officially designated by the Mission's Agreement and Contracts Office. The incumbent will be responsible for certain management actions relating to agreements, grants, or contracts, for implementation of health programs and projects in the health portfolio. In this capacity, the incumbent oversees and evaluates the performance of contractors and grantees and project cost and progress against project targets and budget allocations; obtains and provides detailed project information; drafts and processes action memoranda and scopes of work; makes on site-visits and assists other Program Management Specialists in portfolio administration. The incumbent also serves as a Health Team point of contact with the MoPH, other donors, implementing partners and other USG counterparts for the projects, activities or thematic areas in health that he/she is assigned to manage.

In the AOR/COR/OBM capacity, the incumbent is responsible for monitoring contractors' and grantees' performance and for regularly engaging with project staff (USAID's "implementing partners") and local beneficiaries. The incumbent exercises considerable initiative and independent judgment in planning and managing project activities. Responsibilities include monitoring activities and intervening as necessary to ensure that project implementing partners are responsive to the terms and conditions appearing in the relevant USAID grants/contracts/agreements, as well as to the needs and expectations of project beneficiaries. The incumbent ensures that all audit and evaluation requirements are fulfilled.

The incumbent serves as a technical officer who analyzes, advises on and in consultation with colleagues and the Health Team Leader, manages corrective actions with counterparts to ensure that USAID and OSSD/Health policies, strategies, programs, projects and other activities supported by U.S. health assistance are of the highest possible quality and have the greatest possible impact on women's and children's health. The incumbent therefore is expected to think about and be able to convey clearly and logically, internationally-accepted public health concepts and cost-effective primary and secondary level service delivery interventions and approaches, best practices and lessons learned, in relation to the status of health in general and in particular, to that of women and children in Afghanistan.

Project Management

Develops and manages a wide range of health projects/programs and related U.S. health assistance, undertaking detailed information gathering, analysis, project design, monitoring, evaluation, budget management and general oversight and administration. The incumbent exercises initiative and independent judgment in strategic and activity planning and identifies problems that require follow-up actions. The incumbent interacts with project/program managers of several implementing partners, as well as with technical and management advisors and host country counterparts. The incumbent also coordinates with project/program implementing offices to translate recommendations into effective action plans. Specific responsibilities include:

- Reviews proposals from host country counterparts and other sources that are submitted for assistance to determine their suitability for project financing. Assists in the analysis of needs,

conceptual design of activities, and the preparation of program descriptions, amendments, and related statements of work.

- Prepares detailed scopes of work for the technical assistance and training services for project components, and explores various options for procurement of such services. Holds detailed discussions with host country counterparts on procurement and takes necessary action for procurement of the services and/or commodities.
- Participates in Mission Technical Evaluation Committees (TEC) to evaluate and select contractors and grantees. Provides technical review of project performance in terms of achieving physical and financial targets and attainment of the project's goal and purpose.
- Oversees, evaluates, and monitors contractors'/grantees' performance, project budgets, including costs, and progress by making on site-visits; also assists other OSSD/Health Team colleagues in portfolio administration.
- Supervises contractor staff and coordinates assigned activities and projects. Coordinates with contractors and grantees to drive projects to completion.
- Has significant and primary responsibility for designing, managing and monitoring of OSSD program funding for health projects. Liaises closely with USAID's Office of Financial Management, Office of Program and Project Development, Office of Acquisitions and Assistance (OAA) and various Mission committees such as the on-budget committee that oversees budget-related issues concerning direct USAID assistance to GIRoA, and maintains proper records pertaining to program/project decisions and budgets.
- Exercises considerable initiative and independent judgment in planning and implementing project/program activities. Monitors and intervenes as necessary to ensure that the program/project activities are responsive to terms and conditions of relevant USAID grants/contracts/agreements, as well as that they meet the expectations of project beneficiaries.
- Directs and performs analysis of project-related problems, both financial and technical, and recommends appropriate remedial measures.
- Manages performance of financial reviews and of analyses of a project's financial parameters, and prepares project-related financial and budget projections. Ensures that all audit and evaluation requirements are fulfilled.
- Reviews grants/contracts/agreements in consultation with the Acquisition and Assistance Specialist in the USAID/Afghanistan/Office of Acquisition and Assistance (OAA) assigned to work with OSSD/Health, and provide guidance to and oversight of implementing partner actions concerning project procurement and the use of project-funded assets.
- As AOR/COR or OBM, maintains accurate and complete project files in conformance with OAA compliance requirements. Reviews financial reports from implementing partners, monitors expenditures, processes contractor invoices, and prepares financial pipeline reports, accruals reports, and project modification requests. Tracks commitments, obligations and de-obligation actions. Completes closeout activities for projects that are completed or terminated.
- Provides assistance to host country individuals for undertaking project-sponsored travel.

Program Representation

- Maintains contacts with high and mid-level host government officials and represents USAID in policy, strategy, program, technical and coordination meetings, and in working committees/groups. Assists in organization of and attends events related to public health in Afghanistan, takes notes and reports back to OSSD/Health senior management and other relevant offices within USAID/Afghanistan.

- Establishes and maintains cordial and effective contacts and relationships with representatives of donor and international and national technical organizations, and representatives of the private sector, NGOs, and other USAID implementing partners.
- Develops and supports the dissemination and discussion of information concerning the Mission's health programs and participates in seminars, workshops, and conferences.
- Assists in the coordination of OSSD/Health strategies and project/program activities with other technical offices within USAID/Afghanistan.
- Represents OSSD/Health and/or USAID in various committee meetings constituted for review and to provide technical inputs on issues concerned with a policy, strategy, and/or project or program.

Program Reporting

- Tracks project/program achievements or shortfalls against targets and deliverables in periodic project/program reporting, and requests corrective actions if needed. Drafts and updates informative documents such as project briefing memoranda and papers, project amendments, project procurement documents, fact sheets, and other outreach and communication products.
- Defines and reports on the results from USAID/Afghanistan's investment in the public health sector through annual reports, studies etc., and drafts summaries, briefing memoranda and press releases.
- Develops information tracking systems, coordinates monitoring and evaluation, and analyzes data. Maintains project and program files, including databases on project performance, implementation progress, disbursement of funds, and achievement of objectives.

Drafts official USAID documentation such as letters to host governments, embassies, and partners; annual reports; implementation letters; assistance and acquisition documents; action memoranda and other documents related to public health.

QUALIFICATIONS REQUIRED:

Education: Master's Degree in Public Health (MPH) or equivalent technical degree in a health-related field, such as clinical or community medicine, is required.

Experience: At least seven years of progressively responsible administrative and management experience with health projects or programs are required. A good understanding of the Ministry of Public Health (MoPH) structure and Afghanistan's private health sector is desirable. Past experience with the USG's or an international organization's project and financial management system is desirable.

Language: Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required.

Knowledge: Excellent knowledge of international health and public health project/program management, including of the design, management and evaluation of public health projects/programs, is required. Knowledge and experience with systems, programs/projects and budgeting processes, and levels of the health system, of GIRoA is desired. The incumbent is expected to become fully knowledgeable about USAID development and health assistance policies. The incumbent is expected to be highly knowledgeable about and have implemented best program and technical practices in public health in Afghanistan - in particular in women's health, maternal and child health, and family planning - and to be highly knowledgeable about the development and health issues facing the MoPH and GIRoA. The incumbent is expected to explain USAID policies, procedures and requirements to outside parties, including high-level government officials, donors, contractors and partners.

Skills and Abilities: The incumbent will have the ability to manage resources, projects, and programs effectively and efficiently; conceptualize, analyze and identify problems and develop solutions; exercise sound judgment; analyze and present information orally and in writing, and draft clear documents. Ability to establish and maintain effective and harmonious counterpart contacts in host-government implementing agencies and related private sector organizations. Ability to effectively communicate and work smoothly with superiors, subordinates, colleagues, and partners, both inside and outside USAID, at a high level of fluency, in English and either Dari or Pashtu. Excellent interpersonal skills, and the ability to work effectively in a multicultural team environment and achieve consensus on project and administrative matters, is required. Competency in MS office suite is required. A capacity to draft coherent and grammatically correct papers, correspondence, and analytical materials in both languages is required. The ability to learn workplace-specific software programs or applications for payroll, travel, and project management is also required.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: Project Management Specialist (Health) (OSSD1462)**

ANY/ALL application submissions after the closing date of July 09, 2014 will not be considered.

REQUIRED DOCUMENTS:

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
- 3. A current resume or curriculum vitae that provides the same information found on the DS-174 form.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are strongly encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**