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**AFGHANISTAN**

**Vacancy announcement #: USAID/306/15/36/OHN**

**Solicitation is open to: Afghan Nationals Only**

**Position Title: Project Management Specialist (Health)**

**Type of vacancy: Single**

**Opening date: August 23, 2015**

**Closing date: September 05, 2015**

**Work hours: 40 hours (Full time)**

**Position Grade: FSN-10**

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as a Project Management Specialist (Health) under a personal services contract, as described in the attached solicitation.

#### **BASIC FUNCTION OF THE POSITION:**

The Project Management Specialist (Health) is assigned to the USAID/Afghanistan's Office of Health and Nutrition (OHN). This is the principal office for the management of USAID/Afghanistan's \$120 million health and population portfolio. The Office of Health and Nutrition is the primary liaison between the U.S. Government (USG) and the Government of the Islamic Republic of Afghanistan (GIROA) for health and population development activities. The OHN 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 Department of Foreign Affairs, Trade and Development (DFATD), 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, OHN has less intensive liaison activities with other ministries, such as Education, Higher Education, Planning, Women's Affairs, Rural Reconstruction and Development and Finance. The OHN Project Management Specialist will work under the supervision of the OHN Director 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 MoPH as well as with other ministries and international agencies associated with the implementation of health, population and nutrition development projects, with a specific emphasis on midwifery skills utilization and development.

This is a professional management position that requires technical skills and program experience – particularly with regard to midwifery skills and services to achieve primary health care, maternal,

newborn and child health, as well as family planning/reproductive health, nutrition development objectives. The position 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, Government of Islamic Republic of Afghanistan (GIROA) counterparts, U.S., international, and Afghan technical organizations, Non-Governmental Organizations (NGOs), and Civil Society Organizations (CSOs). The incumbent maintains contact with MoPH 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 (Reproductive Health Commodity Security Group (RHCS), Technical Advisory Groups, Health Donors' Coordination Meetings, etc.) related to health programs in Afghanistan. The incumbent assists in the coordination of USAID maternal and child health, population and nutrition development 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 Office of Acquisition and Assistance (OAA). 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 costs 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, as allowed, and assists other Program Management Specialists in portfolio administration. The incumbent also serves as an OHN 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 OHN Director, manages corrective actions with counterparts to ensure that USAID and OHN 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.

#### **A. 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 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, as permitted; also assists other OHN 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 OHN 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 OHN, and provides 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, 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.

## **B. 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 (particularly with regard to primary health care, maternal, newborn and child health, as well as family planning/reproductive health, nutrition development, infectious disease, and health systems strengthening). Assists in organization of and attends events related to public health in Afghanistan, takes notes and reports back to the OHN 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 related to primary health care, maternal, newborn and child health, as well as family planning/reproductive health, infectious disease, nutrition development and health systems strengthening.
- 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 OHN strategies and project/program activities with other technical offices within USAID/Afghanistan.
- Represents the OHN and 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.

## **C. 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/EVALUATION CRITERIA:**

**Education:** A Master's degree in public health, nursing, health policy, health sciences and/or related social sciences field is required. A formal training and certification in midwifery from a recognized and accredited college, university or educational institution would be an asset.

**Experience:** A Minimum of seven years of progressively responsible administrative and management experience within Afghanistan's health sector with the Ministry of Public Health (MoPH) structure, or Afghanistan's private health sector or non-governmental, donor organizations is required.

**Language Proficiency:** Level IV (Fluent) of speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

**Job 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. A thorough understanding of the Ministry of Public Health (MoPH) structure and Afghanistan's private health sector (in particular in primary health care, maternal, newborn and child health, midwifery service improvement and/or family planning/reproductive health, infectious disease, nutrition development and health systems strengthening) is also required. 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 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. Computer literacy in word processing, spreadsheets, presentations including PowerPoint, email and the internet 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](mailto:AFPakjobs@usaid.gov) with a **Subject line: Project Management Specialist (Health) (OHN1536)**

**ANY/ALL application submissions after the closing date of September 05, 2015 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://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
- 3. A current resume or a curriculum vita 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 candidates are strongly encouraged to apply.

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