

**U S A I D / M A D A G A S C A R**  
**P E R S O N N E L       N O T I C E**

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**TO:** ALL INTERESTED CANDIDATES

**SUBJECT:** RECRUITMENT FOR A PROJECT MANAGEMENT ASSISTANT  
WITHIN USAID/MADAGASCAR HEALTH, POPULATION AND NUTRITION  
OFFICE

**METHOD OF  
EMPLOYMENT:** TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT  
RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-9

**APPLICATION  
CLOSING DATE:** 4:00 PM, MONDAY, DECEMBER 30, 2013

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The U.S Agency for International Development (USAID) Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as a Project Management Assistant within the Health, Population and Nutrition Office. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the services, and availability of funds.

**BASIC FUNCTION OF THE POSITION**

This position description reflects all Project Management Assistant (PMA) positions located in the Office of Health, Population and Nutrition (HPN) and the Office of Food Security and Disaster Assistance (FSDA), USAID/Madagascar. Each position is assigned to cover specific activity management sections, but at any given time incumbents may be moved to the overall Team area of most need. The incumbents provide program, project, and financial and administrative support across assigned activities; performance monitoring; and all incumbents operate independently of any other such position in the assigned section. The PMA's primary responsibility is to provide project support to members of the assigned team, up to the limits of their training and skill level. This may include assistance with management, implementation, and helping direct any of the program/project activities within the Section. The PMAs are critical members of the HPN/FSDA team and sections.

PMAs are not intended to provide clerical support services to the HPN/FSDA team. These functions are reserved for secretarial staff, for example: telephone reception, time & attendance, all travel-related preparation and vouchers, scheduling, and document tracking. Unlike secretarial support staff, PMA functions focus on project support being managed by C/AORs and Team Leaders.

**MAJOR DUTIES AND RESPONSIBILITIES**

a. Program/Project Management Assistance

The principal responsibility of each PMA is to provide support to the administration and oversight of all assigned section activities and projects, to identify problems that may be encountered in the implementation process of the projects under HPN/FSDA, and to recommend corrective actions.

PMAs drafts, with guidance from C/AORs, documents related to program planning, implementation, and management, including memoranda, letters, MAARDS, analyses, etc. PMAs will be responsible for the management of electronic and hard-copy filing systems for their sections. PMAs provide

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administrative input in coordinating aspects of HPN/FSDA development portfolios within HPN/FSDA, specifically providing support related to program monitoring and implementation, partner communications, and interfacing with relevant support offices. Participates in the development of evaluation plans and assessments, and actively participates in their implementation. PMAs provide assistance to the Team Leader and team members to prepare routine reports, including all section-specific annual planning as alternate (OP, MOP, COP), budget preparation, quarterly accruals reports, briefing preparation, presentations, and other requirements.

The PMA participates fully with C/AORs in maintaining project records and status reports, including quarterly technical and financial reports, accruals, and budget tracking tables; preparing and updating project documentation; and, tracking contractor expenditure and budgets. In addition, collects information from other sources (implementing partners, donors, GOM, etc.) as needed to identify opportunities to strengthen team programs/projects.

In the absence of the primary C/AORs, PMAs will serve as alternate C/AORs for designated projects. PMAs are responsible for procurement requisitions of the projects and activities where they are assigned to. This includes requisitions in GLAAS for goods, services, contracts, agreements, and MAARDS for FSN personnel.

b. Information management

PMAs play a substantive role in monitoring developments in the relevant sector, helping to maintain data in team database systems. PMAs help to monitor, review/proof read, draft reports, evaluate pertinent issues, and provide information to other PMAs in the HPN/FSDA team. PMAs summarize information in written and oral form for use by superiors, as appropriate. PMA works with other assistants (and others) to organize field trips, conferences, and seminars and to ensure maximum participation by target audiences. Help to prepare written reports that reflect an understanding of assigned areas of responsibility. PMA prepares oral and written briefings for other staff members, and others, on request.

c. Compliance Monitoring

PMAs supports C/AORs in ensuring that compliance monitoring systems are in place (e.g. family planning and HIV/AIDS requirements, Initial Environmental Examination, Branding and marking requirements), and any/all other agency policy or legislation. Contacts implementing partners (IPs) to collect and monitor data, and prepares status reports and program/project reporting for use within the Team. PMA provides information on progress in achieving compliance and results for HPN/FSDA activities, as needed.

PMA performs other duties as assigned or required.

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### REQUIRED MINIMUM QUALIFICATIONS

#### **A. EDUCATION**

University studies in business, business administration, economics, finance, or similar field are required.

#### **B. PRIOR WORK EXPERIENCE**

Three years of substantive administrative experience is required. PMAs must be able to perform at a high level upon entering the job.

### SELECTION CRITERIA

Applicants who meet the minimum qualifications will be further evaluated based on the selection criteria listed below.

#### Knowledge

A practical knowledge of business correspondence, database management, and budget preparation is required. Familiarity with USG programs, policies, and regulations, and a familiarity with the public health issues related to HIV/AIDS, malaria, tuberculosis, family planning, maternal and child health, gender based violence and women's empowerment in Madagascar.

#### Skills and Abilities

- Must be able to develop and maintain a range of working-level and management-level contacts on public health related topics, in government, non-governmental, and private-sector circles;
- Must be able to work effectively in a team environment and coordinate well with others;
- Excellent office management skills and experience are required in order to support the assigned section and the overall HPN/FSDA Team in developing and implementing effective USAID/ Madagascar programs/projects, including financial and administrative skills sufficient to track the performance of IPs and program/project activities. The work requires skills in the following areas:
  - office management;
  - administration, and financial tracking;
  - budgeting and planning;
  - computer skills, including Word, Excel, PowerPoint, and database software.

#### Communication and Interpersonal Skills

- Ability to clearly present written and oral information: ability to communicate effectively and accurately is critical to perform successfully in this position. The incumbent must read, write and speak English and French at level-3 proficiency; be able to prepare

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and produce professional level English-language and French-language correspondence and reports, and maintain documents and files.

- Exceptional verbal and writing skills, tact, and diplomacy are also required, in order to establish and maintain effective working relationships within USAID and with the public and private sectors.

### ADDITIONAL SELECTION PROCESS AND CRITERIA

It is essential that the candidate address the required qualifications above in the application. Current employees serving a probationary period are not eligible to apply.

### INSTRUCTIONS FOR APPLICANTS

Interested applicants for this position **MUST** submit the following or the application will not be considered:

- 1) A cover letter which specifically addresses each of the selection criteria. This cover letter must be submitted in English. The cover letter should provide more details about how the applicant's skills and prior experience make him/her qualified for the position. Applicants who do not include this information in their applications will not receive further consideration;
- 2) Completed and **SIGNED** Federal form OF-612: this form is mandatory and is available at USAID website: <http://www.usaid.gov/madagascar/work-with-us/careers> and at US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;
- 3) Curriculum vitae (CV);
- 4) Photocopies of relevant education degrees and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;
- 5) Applicants are required to provide at least three (3) references with complete contact information, including E-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.

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**CLEARANCES**

The selected individual must obtain medical and security clearances before starting work. USAID/Madagascar will assist in this matter.

**SALARY**

The position is classified at FSN-9 Grade. The selected candidate will be hired at FSN-8 "trainee" level for the first year of employment. After one year, promotion to FSN-9, the grade level of the position will be subject to successful performance/full performance level for the position.

**APPLICATION CLOSING DATE**

Submit your application by **4:00 pm, Monday, December 30, 2013** to:

USAID/ Madagascar  
EXO/HR  
Lot 207A, Point Liberty (Route Digue)  
Andranoro, Antehiroka  
Antananarivo 105 Madagascar

or to the following e-mail address: [AntananarivoUSAIDHR@usaid.gov](mailto:AntananarivoUSAIDHR@usaid.gov)  
Attachments to your e-mail should be in Adobe Acrobat Reader format (.pdf).

Please mark the envelope or the e-mail subject line with "**PERNOT 2014-02**".

**TO BE CONSIDERED**, applications must include **ALL** the required documents and **information, and be received** at USAID Office by the above deadline.

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND 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.