HUMAN RESOURCES OFFICE
U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

READVERTISEMENT

ANNOUNCEMENT NUMBER – 14-019A

OPEN TO: **All Bangladeshi Interested Qualified Candidates**

POSITION: **Clinical Services Technical Specialist, FSN-11**
(Salary approx. Tk. 137,850.00 per month)

Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade.)

If you already responded to the earlier announcement from March 30 - April 10, 2014, you do not need to re-submit your application.

OPENING DATE: **April 29, 2014**

CLOSING DATE: **May 13, 2014**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Clinical Services Technical Specialist** in the Office of Population, Health, Nutrition, and Education (OPHNE).
Candidates for employment are generally hired at the first step of the

established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:

The Clinical Services Technical Specialist is a senior professional in the field of Public Health in Bangladesh. He/she is the expert to link preventive health care with growing clinical health care needs. He/she provides substantive advice and support in the formulation and administration of the targeted population, health and nutrition (PHN) program of USAID Bangladesh in the area of service delivery covering Maternal Health, Child Health, Non Communicable Diseases and other growing health service needs. He/she serves as the designated Agreement Officer's Representative (AOR) for one of the Local Graduate NGO Health Service Delivery Projects (NGO-HSDP) and as the Activity Manager of the Fistula Care Project. He/she also serves as the FSN backstop for coordinating Maternal and Child Health service related activities.

The incumbent will provide professional advice on the implementation of the OPHNE public health service delivery projects and will provide support to the Health Service Delivery Pillar team in incorporating the latest state of the art service delivery interventions to improve the quality of services. S/he will facilitate discussions with the host government and other stakeholders to familiarize them with global best practices in the area of primary health care services. The incumbent will use his/her independent judgment and initiative to complete complex tasks with minimal supervision.

The incumbent is responsible for the administration and management of assigned projects to ensure that objectives are achieved in accordance with program descriptions and work plans. This entails providing technical advice to contractors and grantees as well as members of the OPHNE team; monitoring project progress against clear and agreed upon objectives; ensuring compliance with terms and conditions of agreements; ensuring timeliness of implementation; monitoring budgets, pipelines, accruals and other financial matters. The incumbent will evaluate contractor performance, maintain project records and status reports, prepare necessary project documentation, recommend solutions to problems, and otherwise assist in the day to day management of projects. The position holder will have access to sensitive information with regard to health care in Bangladesh, including patient charts and large databases relevant to health care.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Senior clinical health expert and facilitator for GOB and partner coordination for state of the art clinical health care : (40 percent)

- Advise the Mission on PHN policy matters particularly regarding health service delivery issues based on professional observations and assessment of performance statistics, reports and other available data. Undertake appropiate actions to further the policy agenda.

- Ensure that all USAID-supported PHN activities are technically appropriate, coordinated, and aligned with the operational plans related to service delivery of Government of Bangladesh's (GOB) Health Population and Nutrition Sector Development Program (HPNSDP) and those of other collaborating agencies, and integrated into the USAID health service delivery projects' interventions.

- Identify, propose, and initiate new program efforts in which USAID has a comparative advantage and which will further the attainment of USAID's strategic objectives and intermediate results in PHN in the area of health care services mostly in maternal and child health care at the primary health care level, including working with partners and others to develop strategies and scopes of work and to identify required technical assistance to incorporate globally proven interventions.

- Work closely with the OPHNE Team, USAID implementing partners, and other collaborating agencies to ensure that program achievements and lessons learned in the area of maternal and child health care are properly disseminated to the representatives of the PHN sector.

B. Agreement Officer's Representative (AOR) for the $20.0 m Local Graduate NGO Health Service Delivery Projects (NGO-HSDP) from FY14-16 and Activity Manager of the $4.0 m Fistula Care Project with the duration of FY08-14. (30 percent)

- Guide, oversee and coordinate all program and management activities, e.g., ensuring the quality and timely delivery of work plans and customer service plans; reviewing and overseeing budget development; identifying performance problems and initiating appropriate remedial actions; assisting in the development of annual work plans; tracking quarterly financial statements and annual performance reports; ensuring that these reports are in compliance with the Program Objective Agreement; and advising the Mission Controller and the Financial Analyst of any financial discrepancies.

- Coordinate with GOB officials, other Implementing Partners, donor agency representatives and NGO technical experts to establish project priorities, project inputs, expected results and implementation timeframes, taking into consideration the Mission's Objectives, host government needs and expectations, resource constraints, and the capabilities of the implementing agencies.

- Review annual work plans and other documents submitted by implementing partners to ensure they are consistent with the strategies outlined in the program results.

- Review and recommend approval and disallowance of project disbursements; and ensure compliance with Non-Federal Audits (NFA's) and closure of open recommendations.

- Coordinate with USAID/Washington, particularly with the Commodities Security and Logistics Division and Contraceptive Security Team of USAID/Washington for timely procurement of contraceptives.

- Make regular field trips to monitor program implementation and to meet with USAID customers. Based on the information collected during field visits, communicate findings and recommendations to implementing partners and the OPHNE team.

- Coordinate with USAID/Washington, particularly with the Commodities Security and Logistics Division and Contraceptive Security Team of USAID/Washington for timely procurement of contraceptives.

C. FSN technical backstop for coordinating Maternal and Child Health service related activities (30 percent):

- Represent USAID/Bangladesh at national and international meetings to communicate USAID/Bangladesh's primary health care issues and strategies, particularly on clinical health care covering maternal and child health along with other priority clinical health care needs persistent at the primary health care level.

- Ensure that research findings and best practices of primary health care interventions linked to primary health care delivery both at the community and facility levels especially related to maternal and child health care incorporated into the overall OPHNE portfolio in an efficient, effective and sustainable manner.

- Provide professional guidance and technical advice to prepare projects under the health service delivery pillar to incorporate best practices for

improving primary health care and ensuring quality assurance for the health service delivery projects for host country protocols and global evidence in the area of maternal and child health care.

- Provide technical advice and direction including the design and strategic planning for interventions and programs to support the national thrust to improve maternal and child health programs.

- Provide expert advice and technical input for involving the public and private sector stakeholders in key maternal and child health care interventions, especially those identified to support the Government of Bangladesh's commitment to end preventable child and maternal deaths.

- Make regular field trips to monitor implementation of maternal and child health care interventions and meet with USAID customers. Based on the information collected during field visits, communicate findings and recommendations to the responsible AOR/COR/Activity Manager.

Other Responsibilities:

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

1. **Education:** The Clinical Services Technical Specialist must be a medical graduate preferably with a post-graduation degree in Gynecology and Obstetrics or Child Health (Example: DGO, DCH, MD, FCPS etc) or a post-graduation degree in public health. *(You must attach a copy of your certificate along with your application form.)* **15 points**

2. **Prior Work Experience:** Prior Work Experience: Seven to ten years of progressively responsible, professional-level experience in public health is required, including clinical service delivery, activity management, data analysis, interpretation and presentation on the findings related to improved health care in the field of Maternal and Child Health. At least three years of managerial experience in development assistance or related work for USAID, other donor agencies, host-government organizations, universities, hospitals or the private sector. S/he should have extensive experience with management and incorporating best practices of maternal and child health care through the private sector and NGOs, and sufficient experience working with the GOB public health sector. **35 points**

3. **Knowledge**: Must have thorough knowledge of the concepts, principles, techniques and practices of family planning and primary health care delivery in developing countries. Should be knowledgeable about principles and practices of logistics management and working with the private sector. Should have thorough knowledge of Bangladesh's economic, political, social and cultural characteristics and of the history of development assistance activities in Bangladesh. Should have, or be able to acquire, a thorough knowledge of U.S. Government legislation relating to development assistance, USAID programming policies, regulations, procedures and documentation. **25 points**

4. **Skills and Abilities**: Ability to plan, organize, manage and evaluate important, responsible and complex projects is required. Ability to obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms to others is required. The ability to draft factual and interpretive reports covering complex subject-matter is required. Ability to exercise good social and professional judgment, excellent interpersonal skills in cross-cultural and multi-level settings. Ability to establish and maintain an extensive range of contacts with high-level officials of the host government and with influential persons in the private sector. Able to maintain collaborative working relationship in a team structure. **25 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV (fluent knowledge,) both written and spoken, is required in English and level IV Bangla. The incumbent should be able to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English**. You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

Application Form OF-612

Application Form DS174

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

I) A passport size photograph (taken within six months),
II) A copy of Passport or Voter ID or Driver's License, and
III) A copy of educational or trade school certificate as required.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. Women and members of minority groups are encouraged to apply.