USAID | MALI
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Memorandum

DATE: April 11, 2013

FROM: Lorraine Sherman, Acting Supervisory Executive Officer

SUBJECT: Vacant Position: USAID Mali Health Project Management Specialist (Public Health)

TO: Open to US Mission Locally Employee Staff only.

OPENING DATE: **April 12, 2013**

CLOSING DATE: **April 26, 2013**

GRADE LEVEL: **FSN PSC-10 (FCFA 9,461,487 to FCFA 14,665,299)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Project Management Specialist (Public Health) for its Health team.

Basic Function of Position

The Project Management Specialist (Public Health Specialist) will support the management of a complex portfolio of public health activities valued at approximately $35 million per year through a wide range of project and activity management duties. The Public Health Specialist is a key a member of USAID/Mali Health Team, and will support projects and activities in Maternal and Child Health (MCH), Family Planning and Reproductive Health (FP/RH), HIV/AIDS, Nutrition, Water and Sanitation (WASH), and Health Systems Strengthening (HSS). USAID/Mali also implements an approximately $27 million per year malaria portfolio. This position supports all USAID/Mali health activities except those related to malaria.

The Public Health Specialist supports the USAID/Mali Global Health Initiative Strategy, will work under the guidance of the Cluster Leads for each technical area, and is supervised by the Deputy Health Team Leader. S/he will also liaise with backstops for the various technical areas in USAID/Washington.

The Public Health Specialist will also work closely with mid- to high-level Government of Mali (GOM) counterparts. The Specialist is expected to exercise strong leadership through open communication and diplomacy in carrying out day-to-day work with the GOM. S/he must be able to maintain positive relationships with a wide variety of Malian government officials, from the national to the local level.

Major Duties and Responsibilities

A. PROJECT MANAGEMENT (45%):

The Specialist will conduct a wide range of project management duties in support of the overall USAID/Mali health portfolio (not related to individual activities) including, but not limited to: assisting with strategy development, budgeting and financial management, monitoring and evaluation, reporting, and procurement.

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Examples of work activities in this category include, but are not limited to:

Design

1. Participate in and contribute to the design of new health strategies.

Budget/Finance

2. Work with the Office of Financial Management to closely track the health budget, ensuring accurate information is available to inform funding decisions.
3. Coordinate the timely submission of accurate accruals for implementing partners .
4. Conduct health portfolio pipeline analyses, ensuring a logical and efficient distribution of funds across all health activities at all times.

Monitoring and Evaluation

5. Participate in and contribute to the evaluation of health strategies, for example, by compiling relevant data, or by serving as a point of contact for an evaluation team.
6. Participating in the collection and analysis of data from USAID/Mali health activities or the national/international literature to inform decision making.
7. Work with the Monitoring & Evaluation Specialist to ensure that accurate records are kept of all monitoring activities carried out by the Health Team.

Reporting

8. Assist with the compilation of achievements and highlights to be included in the USAID/Mali Performance Plan and Report and other required reports.
9. Write sections of reports to the U.S. Congress, GOM, or donor groups; technical briefings; trip reports; portfolio reviews; and other documents as needed.

Procurement

10. Supervise the preparation and maintenance of a procurement forecasting list and track procurement actions by the Office of Acquisition and Assistance and the Program Office.
11. Prepare GLAAS actions in coordination with A/CORs and the Program, Financial Management, and Procurement Offices. Follow-up with these offices as needed to ensure timely procurement actions and obligation of funding.

Cross-cutting: Environment, Gender, etc.

12. Work closely with the Mission Environmental Officer, the Deputy Mission Environmental Officer, and the members of the Health Team to ensure that all environmental compliance requirements are met for the health portfolio.
13. Work closely with the Mission Gender Advisor and the members of the Health Team to ensure that all gender requirements are met for the health portfolio.
14. Contribute to discussions with other technical teams (e.g. education, agriculture) within USAID to identify areas for joint programming.

Other/Project Support

15. Supervise the timely planning of travel for the health team and health partners including submission of travel authorizations, travel advance requests, and travel vouchers.
16. Manage ad hoc requests from health partners for training, equipment procurement, tax exemptions, etc.
17. Prepare results-oriented scopes of work, needs assessments, waivers, justifications, and other documents as needed.

B. ACTIVITY DEVELOPMENT & MANAGEMENT (45%):

The Specialist will conduct a wide range of activity management duties in support of USAID/Mali health programming, including activity design, implementation, results management, reporting, and quality improvement. The Specialist will serve as the Agreement/Contracting Officer's Representative (A/COR), Activity Manager (AM), and/or Alternate A/COR for one or more health activities. Additionally, the Specialist will support other A/CORs & AMs in the management of all other health activities.

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The health portfolio currently includes approximately 30 non-malaria related activities, which will be supported by the Specialist. Therefore, S/he must be able to work cooperatively with, and maintain good relationships with, a wide variety of technical experts. Examples of work activities in this category include, but are not limited to:

1. Manage and oversee services and deliverables provided by contractors and grantees in accordance with USAID activity management regulations and procedures. Provide technical guidance to contractors and grantees to ensure effectiveness of activities. Identify and resolve performance problems.
2. Support the development of new activities with guidance from the technical Cluster Leads.
3. Support the maintenance of official activity management files in accordance with USAID regulations.
4. Liaise with USAID/Washington A/CORs in the management of Field Support mechanisms.
5. Conduct monitoring visits to verify aspects of health activity implementation.
6. Participate in the evaluation of health activities with the guidance of the technical Cluster Leads.
7. Ensure that quarterly and annual reports are submitted in a timely manner, as mandated.
8. Ensure appropriate financial management of individual health activities. Ensure that implementers submit timely and accurate accruals. Conduct pipeline analyses and ensure that funds are obligated to activities.
9. Carry out procurement actions including waivers, requisitions in the Global Acquisition and Assistance System (GLAAS), etc.
10. Official correspondence: initiate and draft the full range of documents required for activity implementation, such as letters, cables, and memos.

C. COORDINATION AND AGREEMENT SUPPORT WITH THE GOVERNMENT OF MALI (10%):

The Specialist will work closely with, and maintain good relationships with, a wide variety of GOM mid- to high-level officials to support the design and implementation of joint health activities.

Examples of work activities/duties in this category include, but are not limited to:

1. Work closely with the USAID Technical Cluster Leads to coordinate activities to assist the Government of Mali to develop high-quality public health policies, norms and standards of service. Provide technical guidance, policy advice, and implementation guidance, especially related to USG regulations and procedures.

2. Serve as the primary point-of-contact with the GOM in assigned areas.
3. With the support of the Health Team Government-to-Government point-of-contact, support the design, implementation, and evaluation of direct agreements with the GOM, such as Implementation Letters or Fixed Amount Reimbursement Agreements.
4. Draft and keep records of all official correspondence with the GOM.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. US Mission Local Employee Staff only;

2. A four year college degree is required;

3. At least five years of progressively responsible over project management (budget, Finance, monitoring and evaluation, reporting, Procurement, activity development and management).

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement position.

criteria described below, and any related considerations. Be sure to include your name and the announcement position.

Qualifications Required:

a. **Education (10%):** A four year college degree is required.

b. **Prior Work Experience (30%):** At least five years of progressively responsible over project management (budget, Finance, monitoring and evaluation, reporting, Procurement, activity development and management).

c. **Language Proficiency (10%):** Level IV written and spoken English and French are required.

d. **Knowledge (30%):** A strong knowledge of office management and administration is required. Knowledge of USAID policies, regulations, and programs is highly desirable. Knowledge of the public health context in Mali and public health interventions is highly desirable.

e. **Skills and Abilities (20%):** The ability to establish and maintain contacts with a wide range of individual partners and to work in a team setting. The ability to communicate quickly, clearly and concisely – both orally and in writing in English and in French. Excellent computer skills are required to effectively operate in this position; software including, for example: MS Word, Excel, and Power Point.

Maximum Evaluation Score 100 points.

POSITION ELEMENTS

a. **Supervision Received:** The incumbent is supervised by the Deputy Health Team Leader. S/he will be expected to perform duties with a minimum of daily supervision and a high degree of independence and responsibility.

b. **Supervision Exercised:** None

c. **Exercise of Judgment:** Considerable diplomacy and good judgment are required in dealing with host country counterparts. In addition, the incumbent is expected to exercise independent judgment in completing work within the Health Team, and in interacting with Mission colleagues and implementing partners.

d. **Authority to Make Commitments:** Position has no authority to make financial commitments.

e. **Nature, Level, Purpose of Contacts:** Regular direct contact with the USAID/Mali Health Team, USAID/Washington Global Health A/CORs, USAID/Mali support and technical offices, Health Team implementing partners and mid to high-level Ministry of Health personnel.

f. **Time Required to Perform Full Range of Duties after Entry into Position:** One to three years.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

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TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site http://mali.usembassy.gov available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;

3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Health Project Management Specialist (public Health) position.

4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.

5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All uncompleted applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Office - Email: bamakohrmvacancies@usaid.gov

CLOSING DATE FOR THIS POSITION: April 26, 2013

The US Mission in Mali 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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