

## U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2016-36**

**OPEN TO:** **All Bangladeshi Interested Candidates/All Sources**

**POSITION:** **Project Management Specialist (SBCC)**

**OPENING DATE:** **August 14, 2016**

**CLOSING DATE:** **August 25, 2016** (before 4:30 p.m.)

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

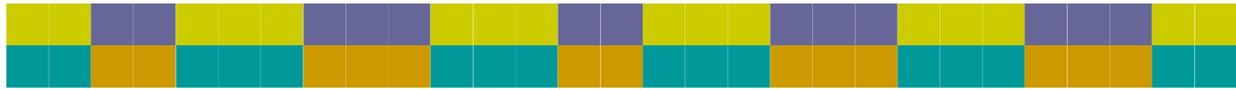
**SALARY:** **FSN-11** (Salary approx. Tk. 196,500 per month)

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

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Specialist (Social and Behavior Change Communication - SBCC)** in the Office of Population, Health, Nutrition and Education.

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.

**NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.**

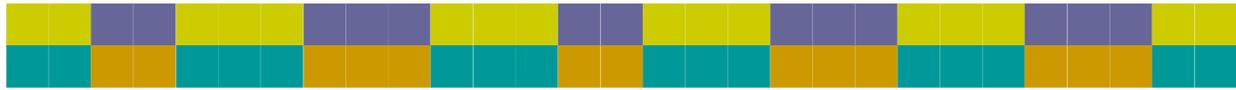


## **BASIC FUNCTION:**

The SBCC Specialist is a senior professional in the field of Public Health in Bangladesh. He/she has expertise in public and private sector health care delivery which will include skills in two or more of the following areas: social and behavior change communication (SBCC); health promotion; community engagement; maternal and child health; family planning; HIV/AIDS; TB; and nutrition. In addition, they should be familiar with grant and contract management. The successful candidate will have strong applied understanding of public health, leveraging service delivery through the private and NGO sector, as well as an in-depth understanding of how to implement health promotion activities in mass media and at the community level to encourage populations to seek timely health services. S/he serves as the senior SBCC adviser to U.S. and Bangladeshi officials. S/he helps USAID and its partners stay abreast of current best practice and state-of-the-art innovations in SBCC. S/he will work with implementing partners, other donors and the Government of Bangladesh (GoB) to identify areas where current SBCC activities can be strengthened, how interventions can be aligned to leverage other activities, and how to engage with the private sector. The SBCC Specialist works with partners and others to ensure that the proven approaches are incorporated and strengthen national policies, protocols, resource allocations and the use of field-based research and program data for decision making. S/he works across sectors, organizations and geographic regions to facilitate the adoption of SBCC best practice.

S/he provides substantive advice and support in the formulation and administration of the overall population, health and nutrition (PHN) program of USAID Bangladesh. S/he is instrumental in the conception, design, development, negotiation and implementation of critical projects which directly impact efforts to achieve USAID's goals and objectives under key Presidential Initiatives and USAID directives in support of the Government of Bangladesh's current Health, Population and Nutrition Sector Development Program and the following health sector plan. S/he will serve as the Agreement Officers Representative (AOR) or Activity Manager on a new SBCC activity, and as a SBCC advisor for USAID's \$50 million contribution to the World Bank Trust Fund as well as other major USAID-funded PHNE programs and projects. S/he represents USAID on GoB, donor and other working groups, is responsible for a broad range of planning, monitoring, coordination, capacity building and implementing activities in support of SBCC to support the essential service package of family planning and reproductive health (FP/RH), maternal, newborn and child health (MNCH) and nutrition.

The incumbent is responsible for the 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

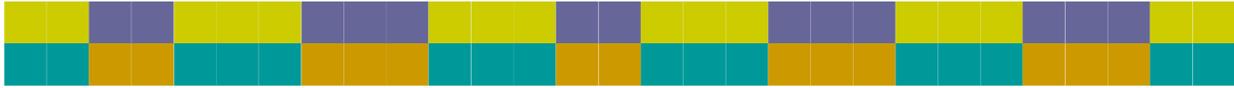


grantees as well as members of the PHN team; monitoring project progress against clear and agreed upon objectives; ensuring compliance with terms and conditions of agreements; ensuring timeliness of implementation; monitoring complex budgets, pipelines, accruals; and other financial matters. The incumbent will: evaluate project performance; maintain project records and reports; prepare required project documentation; recommend solutions to problems; and be responsible in the day to day management of projects. The incumbent will provide professional advice on the implementation of public health programs and on major sector issues and policies. He/she will provide support to the team in maintaining relations and coordination of activities with the host government. The incumbent will use his/her independent judgment and initiative to complete complex tasks with minimal supervision, yet work as a senior member of the team.

**MAJOR DUTIES AND RESPONSIBILITIES:**

A. Senior public health expert and facilitator for GOB and partner coordination

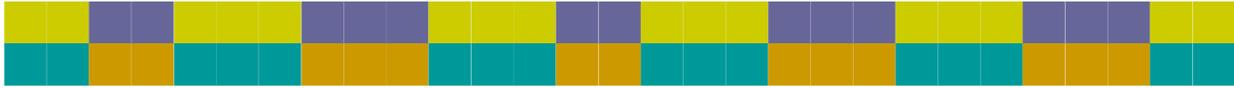
- Lead the Mission to identify, utilize and implement effective and innovative practices in SBCC at the national, sub-national and community level to impact appropriate and timely health seeking behavior among USAID’s target populations and complement service delivery activities.
- Advise the Mission technical matters regarding SBCC issues, based on professional observations and assessment of performance statistics, reports and other available data. Undertake appropriate actions to further the policy agenda.
- Ensure that all USAID-supported SBCC activities are technically appropriate, coordinated, and aligned with the current Government of Bangladesh’s (GOB) Health Population and Nutrition Sector Development Program (HPNSDP) and the following sector plan.
- Monitor and report on relevant indicators to be incorporated into the Mission Annual Report. Assist PHN team leadership to draft appropriate sections of the annual and congressional presentation for USAID/Washington. Assess the quality of data on the related Performance Monitoring Plan indicators of the PHN Program Objective.
- Identify and initiate new program initiatives in which USAID has a comparative advantage to enable implementing partners to to attain USAID's development priorities for health.



- Leverage key private sector partners to expand health promotion and SBCC activities.
- Work closely with the PHN Team, USAID implementing partners, and other collaborating agencies to strengthen and standardize SBCC activities.
- Work with the ministerial counterparts in health, education and local government to advance SBCC activities.
- Provide technical input into the design of studies/surveys to ensure that the most innovative and evidence-based approaches in SBCC are being addressed through PHN programs.

B. As Project Manager for the SBCC and related service delivery activities the incumbent will perform the following duties:

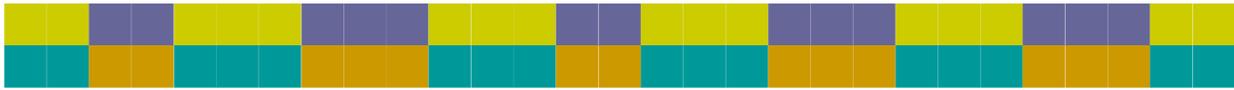
- Guide, oversee and coordinate program and management activities, e.g., ensuring the quality and timely delivery of work plans; budgets; identify performance problems and initiate appropriate corrective actions; review and approve annual work plans and budgets; track quarterly financial statements and annual performance reports; conduct periodic site visits to monitor/verify performance; ensure reports are in compliance with Agency reporting requirements; and advise 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; expected results to ensure activities support USAID and host government health priorities.
- Provide technical support in the planning, design, and implementation of behavior change and service delivery activities to increase utilization of key, high-impact maternal health, child health, family planning and nutrition programs in the public, private and NGO sector. In addition, the SBCC Specialist will ensure key messaging on health delivered through the education sector is enhanced.
- Coordinate with GOB officials, donor agency representatives and technical experts to leverage private sector engagement in service delivery to achieve the GOB's universal health coverage goals.
- Review annual work plans and other documents submitted by implementing partners to ensure they are consistent with agreed strategies and 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.
- Provide technical advice and direction including the design and strategic planning for media advocacy.
- Represent USAID/Bangladesh on important national technical committees, working groups and task forces such as: Gender, Equity, Voice and Accountability Task Group, IEC/BCC Working Group, Maternal, Newborn, Child Health and Family Planning Task Group, and the BCC Working Group.
- Draft briefing papers, cables to USAID/W officials for information and action on matters related to SBCC, maternal health, family planning, service delivery, private sector development.
- Make regular field trips to monitor program implementation and to meet with USAID beneficiaries. Based on the information collected during field visits, communicate findings and recommendations to implementing partners and PHN team.

C. FSN technical backstop for Behavior Change Communication related activities

- Collaborate with other donor agencies and better integrate USAID service delivery and outreach projects into GOB activities, as appropriate.
- Work closely with USAID implementing partners to strengthen coordination of activities and improve relationships among the partners; ensure that all SBCC activities are aligned and complementary in order to maximize programmatic impact of SBCC activities on service delivery.
- Provide professional guidance and technical advice to support SBCC for health.
- Assist in monitoring project progress in the achievement of the goals and objectives, ensuring the quality and timely delivery of work plans, and reviewing the proposed budgets. Identify problems in performance and initiate appropriate corrective actions.
- Provide expert advice and technical input for involving the public and private sector stakeholders for SBCC interventions in Bangladesh.

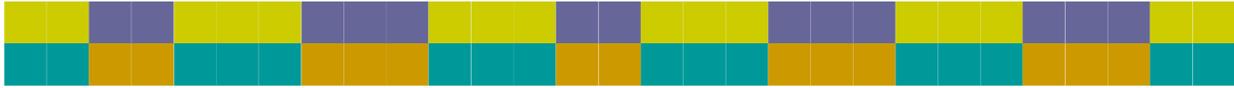


- Provide technical assistance to improve linkages between SBCC activities and service delivery activities. Provide expert analysis based upon evidence from SBCC activities to improve outreach to increase access to and utilization of key public health services.
- Make regular field trips to monitor program implementation and meet with USAID beneficiaries. Based on the information collected during field visits, communicate findings and recommendations to implementing Partners and PHN team.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

- 1. Education:** A Masters degree in Public Health, Health Communications or equivalent required. *(You must attach a copy of your bachelor's degree & specialized training certificate along with your application form.)*
- 2. Experience:** Five to seven years of progressively responsible, professional-level experience in public health is required, including program management, data analysis, interpretation and presentation. At least three years of managerial experience in development assistance or related work for other donor agencies, host-government organizations or the private sector. The incumbent should have experience with management and marketing of health programs through the private sector and NGOs, and sufficient experience working with the GOB public health sector.
- 3. Knowledge:** Must have thorough knowledge of the concepts, principles, techniques and practices of maternal and child health, family planning and primary health care delivery in resource constraint countries. Should be knowledgeable about principles and practices of social and behavior change communication. Should have, or be able to acquire, a thorough knowledge of U.S. Government legislation relating to development assistance, programming policies, regulations, procedures and documentation.
- 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 judgement, 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.

- 5. Language:** Level 4 (Fluent) Speaking/Reading/Writing of Bangla and English is required. English language proficiency will be tested.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a local security certification.

*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.*

3. Current employees serving a probation period are not eligible to apply.

**HOW TO APPLY:** Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Filled up application form. The application forms are available on our website <http://www.usaid.gov/bangladesh/work-with-us/careers>; and in the below link:

[Application Form AID-302-3](#)

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

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

- I) A passport size photograph (taken within six months), and;**
- 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.**

**WHERE TO APPLY:**

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

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. 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, 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.

Women and members of minority groups are encouraged to apply