

HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 14-056

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: Project Management Specialist FSN-11
(Salary approx. Tk. 169,070.00 per month)

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

OPENING DATE: September 25, 2014

CLOSING DATE: October 19, 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 **Project Management Specialist** 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.



BASIC FUNCTION:

The Project Management Specialist is a senior professional in the field of public health in Bangladesh. The incumbent will have extensive knowledge and expertise in the management of public health service delivery and will be Office of Population, Health, Nutrition and Education (OPHNE) principal technical expert in health systems strengthening (including health governance, finance, policy and reforms) and maternal and newborn health (MNH). S/he will have experience working with family planning/reproductive health (FP/RH), and NGO and public sector health delivery systems. As a member of the OPHNE management team, s/he will provide substantive advice and support in the formulation and administration of the overall population, health and nutrition (PHN) program of USAID Bangladesh. S/He will be instrumental in the conception, design, development, negotiation and implementation of critical projects and initiatives which will have a direct impact on success in achieving USAID's goals and objectives in the health sector.

S/He will serve as the designated Contracting Officer's Representative (COR) or Activity Manager (AM) for projects or activities totaling \$6-15 million annually. S/He will be responsible for a broad range of planning, monitoring, coordination, capacity building and implementation of activities in support of MNH, FP/RH, health systems strengthening, service delivery, policy formulation and evaluations. S/He will serve as the designated Alternative COR or Alternative Assistance Officer's Representative (AOR) for other projects or activities as assigned.

The Project Management Specialist will enhance USAID's ability to address sector-wide health systems and policy issues, and MNH and FP/RH to increase the mission's effectiveness in interacting with the GOB, local and international partners and other donors. In this capacity, s/he will serve on numerous national committees/task forces/working groups representing USAID and providing technical expertise. S/he will coordinate and collaborate with other USG programs to promote synergies and program effectiveness.

MAJOR DUTIES AND RESPONSIBILITIES:

Strategic Planning and Program Design: Provides expert direction, judgment and input for proposing and designing technically sound mission strategies and projects for achieving USAID's program objectives in health systems strengthening, (including governance, policy formulation and sustainable capacity building) and MNH and FP/RH. Conceptualizes and recommends new program directions when they are required to achieve results. Advises USAID CORs/AORs/AMs, implementing partners and GOB counterparts on strengthening the cost containment and economic viability of health services



delivery and ensures that these interventions are integrated into their annual work plans.

Implementation and Financial Management:

Serves as COR/AM for multiple activities with an annual funding level in the range of \$6 to \$15 million. As COR/AM, develops program descriptions and revises as needed to achieve results. Ensures that annual work plans are consistent with project objectives and that they are prepared and approved in a timely manner. Monitors implementation through consultations, progress review meetings and field trips. Performs inspections/site visits to gather information about implementation progress and provides recommendations on changes to improve performance, etc. Monitors program and management activities to ensure compliance with policies and standard provisions. Coordinates with Mission financial analysts to track expenditures and pipeline and to coordinate the timing of incremental funding. Tracks quarterly financial statements and annual performance narratives so that they are in compliance with the agreement. Ensures that obligations, expenditures and pipelines conform to action plans, agreements, and budgets. Reviews activity budgets for appropriateness. Works in collaboration with the PHNE Office in ensuring that implementing partners prepare quarterly accruals and other reports. Reviews and signs vouchers. Assures timely receipt of all deliverables – reports, attainment of milestones, etc. Responsible for bringing any problems in performance to the attention of the contract/grants officer and PHNE staff and for ensuring that remedial action is taken. Maintains records of performance and COR/AM actions. Participates in and ensures compliance with any program audits. The incumbent also participates in contract/grant closeout actions ensuring that all performance has been completed satisfactorily and all property accounted for. Performs these functions as Alternative COR and/or Alternative AOR as assigned.

Networking and Coordination:

Coordinates with national and local government officials to ensure USAID activities are aligned with GOB national plan and Millennium Development Goals. Assists technical experts from USAID Cooperating Agencies (CAs) to establish project priorities, project inputs, expected results, and implementation timeframes, based on the Mission's health program objectives, GOB health goals, resource constraints, and the capabilities of the implementing agencies. Works closely with CAs to strengthen coordination of activities to create synergy and maximize results. Represents USAID/Bangladesh on important national committees, Local Consultative Group (LCG), and GOB working groups, and task forces related to health systems strengthening, MNH and FP/RH. Shares health governance and financing, health systems strengthening and MNH and FP/RH research



agenda and explores opportunities for leveraging USG funds and for scaling up best practices and models.

Assessment, Reporting and Communication:

Represent USAD/Bangladesh at national and international meetings to communicate USAID/Bangladesh's public health issues and strategies, particularly on health systems and maternal and newborn health. Ensures that research findings and best practices on health systems strengthening, health finance and MNH and FP/RH are appropriately shared with host country officials and are incorporated into the overall PHNE portfolio in an efficient, effective and sustainable manner. Writes briefing papers, talking points, speeches, memos or other reports for information and action, and responds to requests from Mission management, USAID/Washington and other parties as needed. Uses results from the Performance Management Plan and other strategic information to prepare official USAID, USG and other required documentation.

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: Incumbent must have a Master's degree in public health/social science or related field or an MBBS degree. *(You must attach a copy of your certificate along with your application form.)* **15 points**

2. Prior Work Experience: Five years of progressively responsible, professional-level experience in public health is required, including program management; health sector reform and/or health care financing; and data analysis, interpretation and presentation. At least two years of the experience should be in development assistance or related work with donor agencies, host-government organizations or the private sector. Should have demonstrated experience in health services delivery program management. **35 points**

3. Knowledge: The incumbent must have thorough knowledge of the concepts, principles, techniques and practices of health systems including health governance, finance, policy and reforms, primary health care delivery, FP/RH and maternal and child health in developing countries. Must have thorough knowledge of Government of Bangladesh (GOB) health programs and their organization and management. Should be knowledgeable about principles and procedures of monitoring and evaluation, operations research design, methodology and interventions and have a good understanding of the current demographic and public health issues in Bangladesh. The incumbent 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 the ability to acquire a thorough knowledge of U.S. Government legislation relating to development assistance, programming policies, and regulations. **25 points**

4. Skills and Abilities:

The incumbent must have the ability to plan, organize, manage and evaluate complex projects is required. Computer skills in using statistical software, spreadsheet and Powerpoint including 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 top-level officials of host government and with influential



persons in the private sector. Ability to maintain collaborative working relationships in a team structure. **25 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV English (written and oral) and native Bangla are required.

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**

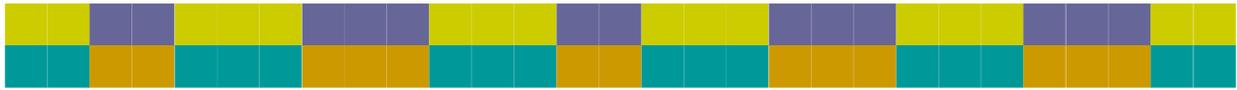
SUBMIT APPLICATION TO:

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.