

U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2016-53**

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

POSITION: **Project Management Specialist**

OPENING DATE: **September 29, 2016**

CLOSING DATE: **October 20, 2016** (before 4:30 p.m.)

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

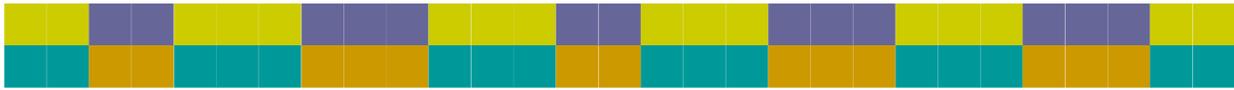
SALARY: **FSN-11** (Salary approx. Tk. 196,500 per month)

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** 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 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.

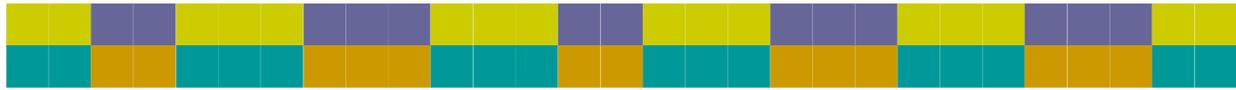
S/He will serve as the designated Contracting Officer's Representative (COR) or Activity Manager (AM) for projects or activities totaling \$6-15 million annually. S/He will be responsible for a broad range of planning, monitoring, coordination, capacity building and implementation of activities in support 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



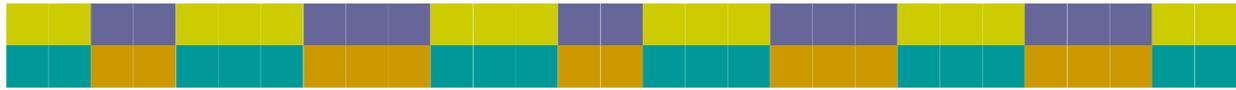
partners and GOB counterparts on strengthening the cost containment and economic viability of health services delivery and ensures that these interventions are integrated into their annual work plans.

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.

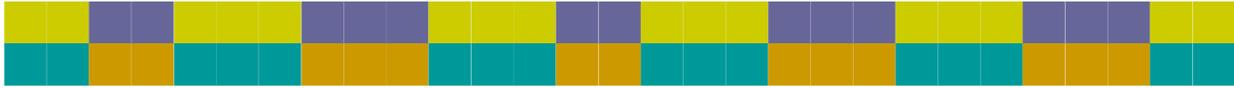
Assessment, Reporting and Communication:

Represent USAID/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.

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:** 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 Master's degree & specialized training certificate along with your application form.)*
- 2. 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.
- 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.

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

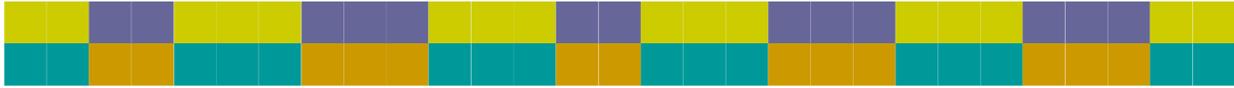
ADDITIONAL SELECTION CRITERIA:

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 or reassigned 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.

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