



Project Management Specialist

Job Announcement No. AID – 008-21

- OPEN TO:** All Interested Candidates
- POSITION:** Project Management Specialist
- OPENING DATE:** March 15, 2021
- CLOSING DATE:** April 3, 2021
- WORK HOURS:** Full-time; 40 hours/week
- SALARY RANGE:** FSN 11 - (ZMK 547,450.72 p.a. - ZMK 863,029.27 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of Project Management Specialist in the Health Office.

BASIC FUNCTION:

The USAID/Zambia Malaria Project Management Specialist (PMS) is located in the Health Office and reports directly to the USAID PMI Resident Advisor. S/he provides support to the USAID/Zambia Malaria team ensuring that projects and activities meet specified objectives with agreed budgets and implementation timelines, including that Implementing Partners (IP) and staff are in compliance with agreement terms relevant to the U.S. Government (USG) and Government of the Republic of Zambia (GRZ) policies and procedures.

The job holder will lead or assist the USAID Malaria Team with the following: 1) Contribute to a scalable, evidence-based model for malaria elimination, in which effective elimination methods are disseminated and replicated widening swaths of the country; 2) Support the scale-up of high quality malaria control and prevention interventions where gaps in coverage or quality exist; 3) Help to strengthen national malaria surveillance systems and Monitoring and Evaluation appropriate for malaria elimination and control activities; and 4) Build the Capacity of the Ministry of Health to manage, intensify and sustain malaria control and elimination efforts.

The incumbent works under the supervision of the USAID Resident Advisor to plan, coordinate, and participate in the following activities: semi-annual and annual partner program presentations, the U.S. President's Malaria Initiative (PMI) annual operational plan, and site monitoring visits. S/he prepares program summaries and responses to special requests from Congress, USAID/Washington, PMI, other US Government agencies and the Government of the Republic of Zambia.

The job holder is required to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES

I. Program Management and Coordination 45%

The Project Management Specialist works closely with both the Malaria and Health Team in a variety of project management functions. This includes managing and supporting the design of new activities reflective of evidence-based results and/or research and monitoring the results of program activities against established indicators. S/he provides strategic technical direction by ensuring appropriate consultations with stakeholders, including Implementing Partners and the GRZ are met. S/he will serve when necessary as Agreement/Contracting Officer Representative(s) (AORs/CORs) or alternative AOR/COR in managing PMI-funded implementing mechanisms. S/he will also support other AOR/CORs in partner management. In these capacities, s/he will identify existing and potential implementation and management challenges as evident from tracking efforts and work with respective program managers to resolve problems/take corrective action. S/he may serve as the in-country malaria activity manager for projects which are managed centrally out of USAID/Washington, such as activity manager for malaria commodities and supply chain or other projects as warranted. The incumbent provides necessary coordination with Implementing Partners (IP) as well as the GRZ providing critical inputs to the achievement of overall results and Mission and USG Goals and objectives. In the absence of the USAID PMI Resident Advisor, s/he will serve as alternate AOR/COR and assume responsibilities of those positions as designated. Other programmatic duties may also be required and assigned as deemed appropriate by the USAID PMI team lead.

- Establishes and maintains a coordination network among key stakeholders in Zambia to include: USG agencies (CDC, DOD, U.S. Embassy), GRZ ministries, UN organizations and other donors, private sector, international and local NGOs working in the field of malaria.
- Works regularly with other members of the USAID/Washington Global Health Bureau and PMI in Washington to report on and update malaria related programming in Zambia.
- Collaborates with Ministry of Health (MOH) staff to strengthen quality improvement and supervision systems for malaria interventions.
- Drafts a range of project implementation documents, including but not limited to: action memos, statements of work, Mission Assistance and Acquisition Requests, government cost estimates and other required documents/reports as directed by the USAID PMI Resident Advisor.
- Ensure the integration of malaria within the broader USAID/Zambia health portfolio. Maintains close coordination with USG partner agencies in ensuring a mutual understanding, coordinated, and synergistic overview of PMI activities, results, and reporting.
- Based on observations, assessment reports, performance statistics and other available data, makes programmatic recommendations to the Health Office
- Collects and monitors performance data on an ongoing basis, and prepares reports of project progress for use within the Mission, USAID/Washington, and others
- Ensure that partners are in compliance with bilateral government agreements and with the performance expectations outlined in their work plan and within their contractual agreements.
- Remains current on the economic, political, and social trends of the host government, the host country, and the region, in order, to analyze trends in relation to their impact on the overall PMI Zambia malaria program
- Represents the malaria program in relevant workshops or conferences as assigned by the USAID PMI Resident Advisor.
- Provides administrative and technical support before and during operational visits, including visitors from Washington, DC and Implementing Partners.

II. Program Reporting and Communication 40%

The Project Management Specialist assists in the coordination and preparation of internal reporting documents such as the PMI annual Malaria Operating Plan (MOP), USAID Operational Plan, the Performance Plan and Report (PPR), Resources Requests (Congressional Budget Justifications), and other required project documentation and associated results reporting. The PMS ensures appropriate documentation is maintained for data quality, evaluation, environment, and gender compliance. S/he also leads malaria outreach activities by preparing and maintaining profiles of current malaria programs and facilitates mapping of USAID funded activities.

- Conducts assessments of malaria activities by collecting and monitoring performance data on an ongoing basis, analyzing and interpreting results and findings, and summarizing and presenting these findings to senior technical staff, the Mission, USAID, IPs and GRZ officials.
- Ensures that program M&E data and lessons are collated, analyzed, interpreted and used to inform programmatic decisions.
- Supports development indicators and performance monitoring plans as it relates to PMI. Monitors progress according to this plan, including compilation and analysis of indicators.
- Collects, collates, prepares and presents in report or memo form with spreadsheets and charts, relevant data, as needed for meetings with other Mission staff, IPs, GRZ representatives, or bilateral and international donors on malaria programming.
- Supports the NMEP in data validation processes and in the implementation of routine DQAs at facility, district and national level to ascertain that both quantitative and qualitative data collection and documentation is conducted properly, and that programmatic quality is maintained.
- Works closely with partners to ensure that program achievements and lessons learned are disseminated to the appropriate individuals.
- Researches and collects relevant data, studies or reports from International malaria publications relevant to Zambia as well as national level research to inform prioritization of PMI interventions and investments.
- Coordinates with communications specialists in the Health Office, Program Office (Development Outreach Coordinator), as well as the US Embassy Public Affairs Office to advise on upcoming malaria events.
- Prepares necessary talking points and background information required for USAID and/or USG representation in collaboration with program managers and supports the application of creative multimedia platforms.
- In consultation with relevant divisions, drafts briefing/publicity materials including malaria fact sheets and PMI success stories.
- Prepare and distribute reports to USAID Washington and IPs soliciting and coordinating input from USAID and Mission staff.

III. Administrative, Procurement and Financial Responsibilities 15%

The Project Management Specialist is responsible for a variety of administrative functions on behalf of the USAID Malaria Division. S/he ensures that procurement actions comply with agency regulations and assists the malaria team with financial responsibilities as deemed appropriate. S/he is responsible for ensuring program cost-efficiencies/effectiveness relative to expenditures.

- S/he provides support to the USAID Malaria Team in ensuring responsiveness to country requests for support and collaboration.
- Proactively shares program achievements by tracking successes for the Malaria

Division. Manages consultants and visitors to the Malaria Division as appropriate

- Organizes meetings, workshops and conferences in coordination with the Malaria Division Chief

REQUIRED QUALIFICATIONS FOR EFFECTIVE PERFORMANCE

- Education:** The work requires a high level of technical skills and knowledge of quantitative and qualitative evaluation, program management, and strategic planning therefore requiring a Master's degree in a field related to public health, ideally with clinical and/or field work in malaria.
- Prior Work Experience:** A minimum of five to seven years of progressively responsible experience in the field of public health, with a focus on clinical and/or field work in public health involving malaria is required. This experience must demonstrate that the Specialist has strong medical/clinical skills in the field. The Specialist must have demonstrated technical leadership in malaria prevention and control, program management, strategic planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.
- Post Entry Training:** On-the-job familiarization training in USAID and PMI-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, etc., will be provided. Formal COR/AOR certification is required for successful performance and will be provided. Other courses, training to maintain professional capability in the field, and courses offered for professional USAID staff as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as appropriate, will be provided as they become available, and subject to availability of funds.
- Language Proficiency:** Level 4 (advanced professional proficiency) English, both oral and written, is required.
- Job Knowledge:** In depth knowledge of principles, techniques and practices of development project management including planning and monitoring is required. Knowledge of malaria and other infectious disease prevention, diagnosis and response as relevant to Zambia is required. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to malaria prevention and treatment assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on program strategy and implementation.
- Skills and Abilities:** The ability to establish and maintain contacts with counterparts in relevant host-government and partner organizations is required. Ability to work successfully both independently and within a team is necessary. Demonstrated ability to work effectively in a team environment and to communicate technical information to non-technical audiences. The ability to communicate effectively, (orally and in writing) is required. Analytical and organizational skills a must. The ability to recognize significant developments and trends reflected from collected data and bring it to the attention of supervisors is required. Must be able to work with a broad range of USG personnel and other partners. Skill in the operation of Microsoft Office (Word, Excel, PowerPoint).

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS:

The position is classified at FSN-II level. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

APPLYING:

Qualified candidates should send:

1. A formal application letter or cover letter.
2. A current CV.
3. Photocopies of all professional certificates and degrees.
4. A fully complete application form DS-174 (available online at <https://eforms.state.gov/Forms/ds174.pdf>).
5. Contact information for at least three professional references.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read as follows: **Project Management Specialist, AID-008-21**

Only short-listed candidates will be contacted.