

# MISSION NOTICE

## USAID Nairobi Complex

**NOTICE NO:** 09 – 30

**DATE:** October 28, 2009

**SUBJECT:** EMPLOYMENT OPPORTUNITY – VACANCY FOR AID PROJECT MANAGEMENT SPECIALIST, PREVENTION OF MOTHER TO CHILD TRANSMISSION (PMTCT), OFFICE OF POPULATION & HEALTH (OPH)

**OPENING DATE:** Immediately

**CLOSING DATE:** November 10, 2009

**Office:** Office of Population & Health (OPH), USAID/Kenya

**Title:** AID Project Management Specialist, Prevention of Mother to Child Transmission (PMTCT)

**Grade:** FSN - (PSC) – 4005-11

**Who May Apply:** All qualified Kenyan citizens.  
Employees currently on probation are ineligible to apply.

### **BASIC FUNCTION OF THE POSITION:**

The AID Project Management Specialist, Prevention of Mother to Child Transmission (PMTCT) of HIV/AIDS and Injection Safety (IS) and Blood Safety (BS) is located in the Office of Population and Health (OPH) and provides strategic guidance, program monitoring and support to selected USAID implementing partners (IPs) which deliver HIV/AIDS services throughout Kenya. Specifically, the incumbent will focus predominantly on PMTCT/IS/BS. The Specialist will design, manage, monitor and report on PMTCT/IS/BS activities on behalf of USAID. As assigned by the HIV/AIDS Team Leader, the Specialist will also travel locally to oversee implementation activities on the ground.

### **MAJOR DUTIES AND RESPONSIBILITIES AND % OF TIME:**

The incumbent serves as the primary technical advisor in OPH on PMTCT/IS/BS. He/she stays abreast of the political, social, and economic development in Kenya, including lessons learned from other PMTCT/IS/BS initiatives.

#### **Program Management – 60%**

1. Plans the Mission's PMTCT/IS/BS program activities with Coordinating Agency Partners and local implementing partners as the need arises, ensuring that the program remains appropriate to Kenya, reflects the needs of Kenyans, and that activities encourage broad community-based participation in decision-making; oversees the management of the PMTCT/IS/BS programs and IPs, including ensuring that activity reports are submitted as scheduled to the Mission and ensuring alignment of program activities with the Government of Kenyan (GOK) and the Office of the U.S. Global Aids Coordinator (OGAC) guidance, exercising oversight on how the PMTCT/IS/BS program

budgets are being allocated and spent and ensuring the timely submission of quarterly financial reports to the Mission.

2. Manages the implementation of approved policy and programs, initiating and maintaining good working relationships with the GoK counterparts, development partner representatives, faith-based and non-governmental organization (NGO) representatives, and other partners and customers; develops criteria and procedures for reviewing and awarding grants, cooperative agreements, contracts, etc; assists potential partners (grantees, contractors, etc.) as needed, with the revision of grant proposals, statements of work, etc.; reviews work plans, projects reports, statement of work (SOW) for surveys, evaluations, and audits.
3. Meets regularly with Mission management and other key Mission and US Government (USG) personnel to coordinate, consult and identify major issues including those that have arisen in implementing the strategy; coordinates with other development partners who are funding PMTCT/IS/BS programs in Kenya; works to ensure programs and activities complement rather than duplicate each other; and meets with donor groups, as well as individually, to discuss and develop strategy on matters of common and mutual interest.
4. Coordinates performance monitoring and evaluation for PMTCT/IS/BS including the review and approval of survey methodologies and instruments; and working with the Strategic Information Advisor, updates the PEPFAR Performance Indicators and quarterly reporting instrument as appropriate, and documents programmatic achievements for the semi-annual and annual reports to the OGAC Coordinator.
5. Serves as contracting/agreement officer's technical representative (COTR/AOTR) or activity manager for PMTCT/BS/IS or HIV/AIDS activities, as assigned; and analyzes financial reports, including reporting on activity burn rates and pipelines and expenditure accruals, reviewing reports from partners with particular attention to activity and financial indicators.
6. Manages interactions with partners including helping to develop sustainable strategies to facilitate medium to long-term impact of partner activities, providing direction and capacity strengthening, reaching agreement on follow-up actions with HIV/AIDS IPs regarding program activities and following through to ensure they are effectively carried out; conducts regular site visits to review the implementation of PMTCT efforts; and based on information collected during field visits, communicates findings and recommendations for strengthening PMTCT activities to the HIV/AIDS Team and, as appropriate, IPs, and GoK counterparts
7. Provides technical and program assistance, including drafting briefing papers, Country Operational Plan (COP) entries, reporting inputs, cables, action memos, justifications, implementation letters, acquisition documents, among others, for information and action for PEPFAR PMTCT activities.

#### **Technical Responsibilities – 40%**

1. Provides technical assistance and guidance to the Ministry of Health (MoH) and other national and international partners and collaborators on all aspects of HIV/AIDS prevention, specifically PMTCT/IS/BS.
2. Represents USAID/Kenya at technical, policy and strategic meetings, including with other national collaborators and donor agencies; and briefs senior Agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

3. Acts as a national, regional and international resource in all matters pertaining to HIV/AIDS, specifically PMTCT/IS/BS.
4. Represents USAID in discussing and developing financial commitments for HIV PMTCT programs at administrative and strategic planning meetings. This includes all participating PEPFAR USG agencies.
5. Participates in internal and interagency technical working groups to ensure adherence to internationally accepted/directed standards for PMTCT programs.
6. Serves as a liaison between USAID and the interagency PEPFAR ITT on all areas related to PMTCT/BS/IS.
7. Performs other duties as assigned or required.

**REQUIRED QUALIFICATIONS:**

*Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.*

**Education:** A Master's Degree in public health, health policy, nursing, behavioral or social science, medicine, or a related field, is required.

**Experience (40%):** Seven to ten years of mid to senior level public health experience in developing, implementing and evaluating HIV/AIDS PMTCT programs or other relevant public health programs that involve coordination with an international agency or implementing partner, is required.

**Post Entry Training (i.e., training required after the incumbent is hired):** Ongoing professional certification seminars focusing on changing PMTCT protocols. Ongoing training in approaches to program design, implementation and reporting. Training (short-term) in USAID acquisition and assistance courses for COTR/AOTRs and other grant management courses required.

**Language Proficiency:** Fluent (Level IV) English language proficiency – speaking and writing is required. Fluency in Kiswahili is desirable.

**Knowledge (30%):** Comprehensive knowledge and experience in HIV/AIDS PMTCT is required. Thorough public health knowledge of current HIV/AIDS issues is required. Comprehensive knowledge of the host government healthcare system and structures, including familiarity with MOH policies, program priorities and regulations, is required. Good working knowledge of HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement, and evaluate results of treatment programs is required. Good working knowledge of team management techniques to plan, organize and direct project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements is required.

**Skills and Abilities (30%):** Strong interpersonal skills, including the ability to work effectively on a team, both inside and outside of USAID/Kenya, to plan, implement, monitor and advocate for programs. OPH has a strong team management approach and the incumbent will be working collaboratively in teams composed of staff throughout the Mission and with external partners and agencies. The incumbent must also have strong management skills and be able to order priorities and manage several activities simultaneously.

## **POSITION ELEMENTS:**

**a. Supervision Received:** The Project Management Specialist, PMTCT works under the supervision of the OPH/HIV/AIDS Team Leader. Assignments are made orally and in writing, with a discussion of any elements of the assignment that may be new or to determine priority. Once the office work-flow is established, most assignments will occur in the normal course of the work, but the incumbent must be aware of situations that must be coordinated with superiors. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The incumbent must seek advice and assistance as required. Work is reviewed in terms of results achieved.

**b. Available Guidelines:** PEPFAR, USAID regulations (including the Automated Directives System), the USAID/Kenya Integrated Strategic Plan, and the OPH Results Framework provide broad guidelines as to the conduct of work related to the duties described above. Other guidelines include USAID Mission Orders, other relevant reports, and other published and unpublished guidelines. Many guidelines are general in nature and not specific to the situation at hand. In situations where considerable interpretation is required the incumbent will coordinate with appropriate superiors.

**c. Exercise of Judgment:** Good judgment is required to analyze, interpret, and adapt prior experience, particularly as guidelines are updated and new activities developed. Within a range determined by the incumbent and superiors, the incumbent exercises independent judgment in planning and follow-up of actions and assignments. The Specialist works with a high level of independence.

**d. Authority to Make Commitments:** The Specialist has limited authority, but within the limits of training and experience may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and practical judgment, but guidance must be sought when needed.

**e. Nature, Level, and Purpose of Contacts:** The Specialist has a wide range of contacts within OPH and the Mission, and maintains contact with counterparts and peers in contractor and grantee organizations implementing USAID-funded programs/projects in the sector. Host-government, local, and other contacts vary widely with the type of activity being evaluated, but are usually at the counterpart level. When traveling with or in lieu of the supervisor, the Specialist may have frequent and substantive personal contacts with IPs, local officials, and with the private sector, and may be called upon to explain USAID monitoring and evaluation policies, objectives, and procedures.

**f. Supervision Exercised:** Supervises one Project Management Specialist.

**g. Time Required to Perform the Full Range of Duties:** One Year.

### **NOTE:**

**Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.**

**HOW TO APPLY**

Current USG employees should submit a memo explaining their qualifications against our requirements, updated resume/curriculum vitae, copies of all relevant academic certificates, and the most recent Performance Evaluation Report (PER) to the Human Resources Office stating their interest.

External applicants must submit an application letter explaining their qualifications against our requirements, updated resume/curriculum vitae, and copies of all relevant academic certificates to the Human Resources Office. Please note that this position has been advertised in the *Daily Nation* and *The Standard* newspapers.

All applications must reach the Human Resources Office, USAID, P.O. Box 629, Village Market 00621, Nairobi, Kenya by COB on November 10, 2009.

**EXO:** \_\_\_\_\_