

# MISSION NOTICE

## USAID Nairobi Complex

**NOTICE NO:** 09 – 23

**DATE:** September 2, 2009

**SUBJECT:** EMPLOYMENT OPPORTUNITY – VACANCY FOR PROJECT MANAGEMENT SPECIALIST (REPRODUCTIVE HEALTH/FAMILY PLANNING/MATERNAL & CHILD HEALTH), OFFICE OF POPULATION & HEALTH (OPH), USAID/KENYA

**OPENING DATE:** Immediately

**CLOSING DATE:** September 16, 2009

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

**Title:** Project Management Specialist (RH/FP/MCH)

**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 Project Management Specialist (RH/FP/MCH) will be an experienced public health manager with vast knowledge of reproductive health and child health. The Project Management Specialist (RH/FP/MCH) provides technical, operational, and management support of the Reproductive Health (RH), Family Planning (FP), Maternal and Child Health (MCH) portion to the Office of Population and Health's (OPH) Family Planning and Maternal and Child Health Program Elements. This includes a full range of program planning, financial management, and monitoring and evaluation, and reporting functions. The incumbent serves in OPH, USAID/Kenya in support of the Family Health Team Leader to ensure that OPH achieves its objectives and results in this program area. He/she will participate in the planning, implementation, and monitoring of USAID-funded activities concerned with support to national and geographically-based reproductive health, family planning, and maternal child health services. He/she will support the Family Health Team to ensure that RH/FP/MCH activities are integrated into overall USAID-supported health activities, and establish effective collaboration with the President's Emergency Plan For AIDS Relief (PEPFAR) and the President's Malaria Initiative (PMI) programs. The Project Management Specialist (RH/FP/MCH) will support the Family Health Team Leader in coordinating RH/FP/MCH program and policy issues with the Government of Kenya (GoK), USAID colleagues, PEPFAR and PMI, other donors, and non-governmental organizations (NGOs) working in the areas of FP/RH/MCH.

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

The Project Management Specialist (RH/FP/MCH) serves in OPH in USAID/Kenya. The Specialist is one of the 30 FSN professional staff providing technical support and oversight in the formulation and management of OPH's \$369+ million bilateral program.

### **1. Technical Assistance: (50%)**

In support of the Senior Health Manager Family Health, the Project Management Specialist (RH/FP/MCH) will work in close collaboration with the Ministry of Health's Division of Reproductive Health, Division of Child and Adolescent Health and USAID colleagues. He/she will assist in the development of the annual FP and MCH Program Elements of the Operational Plan. This will include, but is not limited to, providing technical guidance in family planning, reproductive health, maternal and child health, water and sanitation activities, and emerging infectious diseases. The incumbent will provide technical assistance to ensure integration of RH/FP/MCH activities into the HIV/AIDS and Malaria activities. The incumbent will:

- (a) Under the direction of the Family Health Team Leader, serve as a member on relevant GoK working groups relating to RH/FP/MCH and integration with HIV/AIDS and Malaria, and participate in meetings with USAID partners.
- (b) Under the direction of the Family Health Team Leader, provide technical assistance to the Ministry of Health technical and field levels; to USAID partners in family planning, reproductive health, maternal and child health, water and sanitation activities, and emerging infectious diseases.
- (d) Provide technical assistance on Child Survival and Development including, but not limited to, neonatal health, infant and child health and adolescent health, and on emerging infectious diseases.
- (e) Provide technical assistance on crosscutting areas such as integration of services and youth and adolescent reproductive health.

### **2. Program Management: (30%)**

Manage several large USAID-funded projects, providing technical, administrative and financial supervision, monitoring, and evaluation either as contracting officer's technical representative/agreement officer's technical representative (COTR/AOTR) or activity manager by:

- (a) Serving as COTR/AOTR or activity manager for 3-5 other contracts or cooperative agreements, either bilateral, or centrally procured (in coordination with the USAID/Washington COTR/AOTR).
- (b) Serving as alternate COTR/AOTR or activity manager, assisting and backstopping the COTR/AOTR or activity manager.
- (c) Contracting for mid-term and end-of-project evaluations and audits.

### **3. Policy, Strategy, and Planning Activities: (15%)**

The incumbent will participate in USG, USAID, and Ministry of Health (MoH) policy, strategy, and planning activities. He/she will assist in drafting and planning the implementation of:

- (a) National strategies, policies such as the National Health Sector Strategic Plan II, Annual Operating Plans, Reproductive Health Strategies and Child Health Policies.
- (b) Relevant sections of Mission strategies and annual operating plans such as the Mission Strategic Plan, Operational Plan, Program Plan Review (PPR) and PEPFAR Country Operational Plan.

(c) Annual and longer-term OPH budget planning and management.

**4. Other Duties: 5%**

Assist the OPH Office Chief and the Team Leader with administrative duties such as staff recruitment and selection, building capacity of new staff and teams, technical evaluation of proposals, responding to requests from the Embassy, USAID/Washington, and others, and handling VIP visits.

**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.*

**a. Education:** A Master's degree from an accredited university in a relevant health or social science field is required. A background in public health is desirable.

**b. Prior Work Experience: (40%)** At least seven years of experience in progressively responsible positions in the management of FP, RH, and/or MCH service delivery programs is required. At least five years of this experience should have been in development assistance, or related work for USAID, other donor agencies, host-government organizations, NGOs, or private sector institutions.

**c. Post Entry Training/Training Required After Employment:** USAID's short-term COTR/AOTR training and other grant and contract management courses may be required.

**d. Language Proficiency:** Level IV (fluent) English proficiency with proven English writing skills is required. Fluency in Kiswahili is also required.

**e. Knowledge: (30%)** Must possess thorough knowledge of the technical areas of this position. Should have a general understanding of USAID's programming, policies, procedures, and practices. Should possess general knowledge of Government of Kenya (GoK) and NGO service delivery policies and programs in the health sector, especially RH, FP, and MCH.

**f. Skills and Abilities: (30%)** Excellent interpersonal and communications skills to establish and maintain effective contacts within USAID, implementing partners, relevant GoK counterparts, other donors, private sector, and civil society organizations are required. Ability to monitor, gather, and evaluate information of broad scope and complexity in the areas of RH, FP, and MCH is required. Must be able to communicate effectively both orally and in writing. Must have a high level of independence and be able to work on his/her own with minimal oversight. The incumbent must be able to work in a stressful, psychologically demanding environment to meet project deadlines. Must be a self-starter with strong diplomatic and leadership qualities. Competence in using various computer software applications including Microsoft Office programs, and familiarity with web-based programs is required.

**POSITION ELEMENTS:**

**a. Supervision Received:** This position is supervised by the Family Health Team Leader, including work distribution, performance evaluation, and career development. Monitoring and day-to-day management of assigned activities will be undertaken with minimal supervision and support.

**b Available Guidelines:** USAID directives, Mission Orders, and USAID policies, strategies, and annual operational plans, as well as best practices from the RH/FP/MCH literature.

**c. Exercise of Judgment:** Independent judgment will be exercised in the day-to-day management of assigned activities, substantive meetings with USG partners, host-government officials and representatives of implementing agencies. The incumbent will possess the ability to assess the validity and appropriateness of data used to monitor program implementation and impact.

**d. Authority to Make Commitments:** None, but makes authoritative recommendations on policy and strategy. Helps allocate budgets and make operational decisions with respect to RH, FP, and MCH resources.

**e. Nature, Level and Purpose of Contacts:** Meets on a regular basis with directors of national programs and senior level personnel, up to Permanent Secretary level, and with senior management within USAID, other USG agencies, and the Embassy. The incumbent must possess the intellectual and communications skills necessary to establish and maintain these contacts.

**f. Supervision Exercised:** This position has no supervisory responsibility.

**g. Time Required to Perform Full Range of Duties after Entry into the Position:**

A fully qualified person without prior USAID experience would require both on-the-job and some formal training in USAID project design and management (e.g., the COTR/AOTR courses) to perform effectively. This should be accomplished within the first 12 months.

**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 *Standard* newspapers.

All applications must reach the USAID Human Resources Office, Ground Floor by COB September 16, 2009.

USAID Human Resources Office,  
Ground Floor, P.O. Box 629, Village Market 00621, Nairobi  
Re: Project Management Specialist (RH/FP/MCH), OPH/USAID/Kenya