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| INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION | | | |
| Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2) | | | |
| **1. POST: Kigali** | | **2. AGENCY** | **3a. POSITION NO. 354472100143** |
|  | | USAID |  |
| **3b. SUBJECT TO IDENTICAL POSITIONS?**   **Yes**  **No** | | | |
|  | Agencies may show the number of such positions authorized and/or established: | | |
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| **4. REASON FOR SUBMISSION** | | | | | | | | | |
| a. Reclassification of duties: This position replaces | | | | | | | | | |
|  | Position No.: |  | Title: |  | Series: |  | Grade: |  |  |
| b. New Position | | | | | | | | | |
| c. Other (explain): Minor adjustments of PD for recruiting for vacancy | | | | | | | | | |

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| **5. CLASSIFICATION ACTION** | **Position Title and Series Code** | **Grade** | **Initials** | **Date**  ***(mm-dd-yy)*** |
| a. Post Classification Authority: | **A.I.D Development Assistance Specialist**  **(Family Planning/Reproductive Health),**  **FSN-4005** | **10** | RK | 9/25/2013 |
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| b. Other: |  |  |  |  |
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| c. Proposed by Initiating Office: |  |  |  |  |
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| **6. POST TITLE POSITION** (if different from official title) | | **7. NAME OF EMPLOYEE** | |
| Family Planning and Reproductive Health Specialist | | TBD | |
| **8. OFFICE/SECTION: Health Office** |  | a. First Subdivision: CHAIN Team |  |
| b. Second Subdivision: |  | c. Third Subdivision: |  |

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| **APPROVALS AND SIGNATURES SECTION** | | | |
| **9**. This is a complete and accurate description of the duties and responsibilities of my position. | | 10. This is a complete and accurate description of the duties and responsibilities of this position. | |
| NA |  | Alphonse Nkusi  CHAIN Team Leader |  |
| Typed Name and Signature of EMPLOYEE | Date  (mm-dd-yy) | Typed Name and Signature of SUPERVISOR | Date  (mm-dd-yy) |
| 11. This is a complete and accurate description of the duties and responsibilities of this position. **There is a valid management need for this position.** | | **12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.** | |
| Jesse Joseph  Acting Health Office Director |  | James Mayer,  Supervisory Executive Officer |  |
| Typed Name and Signature of SECTION CHIEF or AGENCY HEAD | Date  (mm-dd-yy) | Typed Name and Signature of Executive Officer | Date  (mm-dd-yy) |

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| **13. BASIC FUNCTION OF POSITION**  The Family Planning/Reproductive Health Specialist is a health expert who manages family planning and reproductive health (FP/RH) programs and integration of FP/RH with other health and development activities for USAID/Rwanda. The FP/RH Specialist reports directly to the Community Health and Improved Nutrition (CHAIN) Team Leader and is responsible for accurate planning, implementation, management, monitoring, results reporting, and performance improvement of USAID FP/RH activities within the decentralized health care system. The FP/RH Specialist provides targeted technical assistance to the Ministry of Health and partners to strengthen management and oversight of FP resources and facilitates the sharing of experience and best practices within the region. The FP/RH Specialist establishes and maintains USAID donor and partner collaboration in the area of FP/RH. In addition, the Specialist provides technical leadership and support in gender-related issues including gender equity and male and youth involvement in FP/RH. |

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| **14. MAJOR DUTIES AND RESPONSIBILITIES**    ***Program Planning and Development 20% of time***   * Serve as the primary technical expert/spokesperson for FP/RH at USAID/Rwanda. * Maintain a high level of health expertise and share up-to-date information with partners by locating, analyzing, and applying current technical data relevant to family planning and reproductive health. * Evaluate proposed FP/RH program activities, including potential research studies, for funding by USAID/Rwanda. * Ensure coordination with relevant stakeholders including the Ministry of Health (MOH) in all USAID-funded FP/RH activities.   ***Program Coordination and Implementation 25% of time***   * Provide technical assistance and guidance to programs aimed at improving decentralized service delivery in FP/RH (i.e. identify and share useful technical resources, review and analyze activity work plans, evaluate and approve outputs—i.e. reports, presentations, success stories, training curricula, budget reports—of USAID/Rwanda-funded FP/RH activities) * Work with other USAID/Rwanda teams, implementing partners, and health staff at the MOH central, provincial, district, and community levels to oversee USAID-funded activities related to capacity strengthening in FP/RH service provision and community response. * Promote and ensure value for money in implementation of FP/RH programming. * Ensure effective support for ordering contraceptives and managing logistics in collaboration with other donors. * Ensure that USAID/Rwanda FP/RH activities are effectively integrated with HIV/AIDS and other health activities as appropriate. * Serve as the activity manager or Contracting/Agreement Officer Representative of specific bilateral and/or USAID/Washington-funded activities in the health portfolio, as needed. * Serve as a backstop for maternal, neonatal, and child health activities.   ***Program Monitoring and Evaluation 25% of time***   * Provide technical oversight and expertise in the development of performance indicators for USAID/Rwanda health sector activities in FP/RH. Track program activities and results against established performance and impact indicators. * Ensure quality, reliability, and timeliness of performance reports and other data regarding FP/RH activities implemented by USAID-funded partners. * Monitor, evaluate and report on contractor and sub‑contractor performance and compliance with contractual requirements and stated activity results and recommend methods to improve contractor performance. Take prompt initiative to communicate recommendations to the Health Service Delivery Team Leader and implementing partners on methods to increase FP/RH activity effectiveness and results. * Contribute to monitoring of government-to-government district services activities.   ***Program Administration and Financial Management 30% of time***   * Provide leadership and oversight in ensuring compliance with U.S. family planning legislative and policy requirements. Lead the Health Office and Mission, and liaise with implementing partners, to actively monitor USAID-supported activities for FP compliance. Update the Mission’s FP compliance plan and mission order on an annual basis. * Participate in elaboration of action plans, program reviews and performance reports for USAID/Rwanda’s health sector activities, with an emphasis on FP/RH. * Initiate appropriate documents for technical assistance, training, and commodities procurement. * Analyze and report on field data and relevant technical developments related to FP/RH to the Mission. * Maintain effective technical and professional relations with the Government of Rwanda (GOR), contractors and grantees, donors, and other development partners on relevant health sector policies, program issues, and regulations on behalf of USAID/Rwanda. |
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| **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**   1. EDUCATION: Master’s degree or equivalent in public health (MPH-CES), medicine (MD), nursing or similar discipline is required. Formal training in FP/RH, including clinical, public health, programmatic and demographic trends is strongly preferred. 2. PRIOR WORK EXPERIENCE: A minimum of five years of progressively responsible experience managing national/provincial level health and FP/RH programs is required. Three years’ experience designing and managing public sector programs is preferred. 3. *POST ENTRY TRAINING:* On-going training in approaches to program design, implementation, and reporting, including training required to become eligible to serve as an Activity or Contracting Officer Technical Representative. Technical updates focusing on FP/RH, including and innovative approaches to health care service delivery. Computer and other information technology skills training. 4. *LANGUAGE PROFICIENCY:* Level 4 (fluent) ability is required in written and spoken English. Similar fluency in French and Kinyarwanda is strongly preferred. 5. *KNOWLEDGE:* Familiarity with MOH policies, regulations, program priorities and key planning documents related to USAID areas of intervention is required. Thorough public health knowledge of contemporary FP/RH issues and community-based interventions is required. Updated knowledge of community-level administrative structures as well as community associations in Rwanda is preferred. Experience managing international health programs preferred. 6. *SKILLS & ABILITIES:* Demonstrated managerial, administrative, analytical and decision-making abilities. Ability to readily analyze, understand and discuss new program design, management, and implementation approaches. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames. Must be able to demonstrate strong oral and written communication skills, and ability to clearly communicate new program and technical concepts to technical and non-technical counterparts. Strong interpersonal communication and negotiation skills in achieving results with a wide range of program partners. Strong computer literacy and aptitude to rapidly acquire and apply additional skills. Ability to rapidly create text, spreadsheets and other types of documents to meet specific program and reporting needs. |

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| **16. POSITION ELEMENTS**  *a. Supervision Received:* The FP/RH Specialist is supervised by the Community Health and Improved Nutrition (CHAIN) Team Leader. Performance will be evaluated on the basis of specific work objectives and pre-determined benchmarks.  *b. Available Guidelines:* Mission Orders, Automated Directives Systems (ADS), Strategic Plan and other technical directives from Global Health Bureau's Office of FP/RH and Office of HIV/AIDS, Africa Bureau, and the State Department’s Office of the Global AIDS Coordinator (OGAC).  *c. Exercise of Judgment:* Incumbent must exercise independent judgment to interpret and enforce both PEPFAR and USAID rules and regulations. Must be able to discuss sensitive issues with GOR and USG officials and other partners to analyze and solve difficult problems related to program formulation and implementation. Must be able to review and appraise quality of reports and evaluations, and technical services procured by USAID. Must be able to provide rapid independent analysis of problems, issues, and opportunities as they arise, and make recommendations to senior management.  *d. Authority to Make Commitments:* Exercises delegations of authority granted to FSN technical staff, as described in Mission Orders.  *e. Nature, Level, and Purpose of Contacts:* Must provide consistent and credible representation of USAID to MOH, donor, and other partner contacts and coordination bodies for technical, policy and program management issues. Will have contacts with officials of MOH and other partners to define and/or reorient FP/RH strategies, discuss health policy, and translate policy into program action. Represents USAID to multi-lateral donor coordination bodies, especially with regard to FP/RH. Represents USAID to the MOH and other Ministries. Interacts on a regular basis with a wide range of PVOs/NGOs and other development organizations as a USAID representative.  *f. Supervision Exercised:* Not applicable |

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