



Memorandum

DATE: May 3, 2017
FROM: USAID/Mali Executive Office *[Signature]*
SUBJECT: Position Vacancy: USAID/Mali Project Management Specialist –
Global Health Security Agenda (PMS GHSA)
REF No.: USAID-HR-HEALTH-001-2017-GHSA
TO: All Malian Citizens and Local Residents with valid work permit at the time of application.

OPEN PERIOD: May 4, 2017 to May 25, 2017 - 5:00 p.m. (Bamako time)

GRADE LEVEL: CCN PSC-10 (FCFA 13,508,128 to FCFA 20,937,604)

If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade.

NUMBER OF POSITION: One (1) Vacancy

PLACE OF PERFORMANCE: Bamako, Mali

PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts based on performance, availability of funds and the need for services.

SECURITY LEVEL REQUIRED: Public Trust

STATEMENT OF DUTIES:

The U.S. Agency for International Development is seeking one individual for the position of Project Management Specialist located in the Health Office.

Basic Function of Position

The Project Management Specialist - Global Health Security Agenda (GHSA) is the senior ranking Foreign Service National technical advisor and activity manager in the GHSA Cluster in the Office of Health. The Health Office has the following technical clusters: (1) Malaria; (2) HIV/AIDS; (3) Maternal and Child Health/Nutrition and Water and Sanitation (MCH/NUT/WASH); and, (5) Emerging Illnesses (GHSA). The Project Management Specialist is responsible for providing USAID/Mali backstopping, coordination, and programmatic support to assist in the successful implementation, monitoring of, and reporting on the USAID Global Health Security and Development (GHSD) portfolio in Mali, particularly as it relates to the nexus between animal to human transmission of infectious disease. The Project Management Specialist is the primary USAID/Mali point of contact for communications with the Government of Mali Ministry of Health, Ministry of Agriculture, Ministry of Livestock, and Ministry of Environment. The Project Management Specialist reports to the GHSA Cluster lead, a GS-14 USPSC. This is a non-supervisory position.

Major Duties and Responsibilities



- 1. Program management and technical input for GHSA activities in Mali (40%)**
 - a. As Activity Manager for EPT-2 activities, the incumbent will review work plans, quarterly reports, and other contract and agreement deliverables by implementing partners. S/he will conduct regular financial and program monitoring and communications on behalf of the A/CORs as appropriately delegated and ensure that the EPT-2 program is carried out in accordance with USAID directives.
 - b. Represent the activities (as appropriate to USAID/Mali, USAID/West Africa and within the U.S. Government), including responding to communication requests and other taskers related to GHSA activities.
 - c. Support the development of USAID/Mali indicators and performance monitoring plan as it relates to the GHSA. Monitor progress according to this plan, including compilation and some analysis of indicators.
 - d. Facilitate the promotion of productive working relationships between EPT-2 implementing partners and of EPT-2 implementing partners with the Government of Mali and other U.S. Government offices and their partners to facilitate coordinated implementation.
 - e. Liaise with USAID/West Africa on regional GHSA efforts as needed to ensure best implementation and coordination of activities.
 - f. Document and track lessons learned in Mali that will help to guide the implementation of USAID's GHSA-related activities.
- 2. Technical Advice on Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, and Avian Flu/One Health (25%)**
 - a. Provide information to USAID/Mali, USAID/West Africa, and USAID/Washington on infectious disease preparedness, prevention, detection, and response in the context and capacities in Mali, including zoonotic diseases, the "One Health" approach, and Global Health Security.
 - b. Work closely with the USAID/Mali country team to engage in high-level advocacy with various host government ministries to ensure effective USAID support to the implementation of the GHSA in Mali, including advocacy to promote the One Health approach for addressing existing and emerging pandemic threats. S/he will represent USAID/Mali to high-level U.S. diplomats and VIPs, senior Government of Mali officials in the ministries of wildlife, agriculture, environment and health, and other external partners as appropriate; this includes both speaking and written communication.
 - c. Provide technical support/guidance to the Government of Mali in establishing an effective and improved roadmap to achieving GHSA targets. Ensure the EPT-2 program and post-Ebola activities are aligned with the Government of Mali's priorities and GHSA requirements.
 - d. Keep abreast of new developments and emerging issues that affect USAID's priorities related to GHSA via literature review, attendance at technical meetings, workshops, and participation



in relevant training events. Share relevant information and recommendations with USAID and other U.S Government colleagues. This includes current information on outbreaks globally and in the region.

- e. Technical representation on One Health working groups.

3. Coordination and Integration (25%)

- a. Facilitate the coordination of USAID- and other U.S. Government-funded (e.g. CDC, DoD and NIH) activities to ensure the most cost-effective and diplomatic approach to achieving U.S. and Malian Government goals.
- b. Ensure good coordination and information-sharing between U.S. Government implementing partners and facilitate collaborative work together.
- c. Reinforce the role of Government of Mali officials to establish and maintain a coordination network among partners in the country whose activities are related to EPT-2 or post-Ebola activities. Such partners include: bilateral donors, international organizations (e.g. WHO, FAO and OIE), relevant ministries, the private sector, and international and local NGOs.
- d. Develop and maintain relationships with relevant Government of Mali ministries to ensure that assets can be coordinated and provided as support if needed.
- e. Ensure integration of EPT-2 and post-Ebola activities with the broader USAID portfolio. Work closely with the USAID/Mali country team and the USAID/West Africa Regional Mission to identify areas of convergence (e.g. common partners, similar streams of work, and key opportunities for linkages) across the USAID development portfolio (e.g. economic growth and trade, environmental conservation, food security, education, governance, and health). Work with in-country implementing partners to ensure that linkages and coordination with the broader development portfolio are understood and integrated.
- f. During disease outbreak situations, ensure that EPT-2 assets are tightly coordinated with interagency leadership in supporting the Government of Mali.
- g. Seek opportunities to bring new partners into GHSA programming, including private sector partners and other donors.

4. Mali Health Office Support (10%)

- a. As a member of the USAID/Mali Health Office, support the Office in its strategic planning, communication, monitoring and evaluation, and official representation responsibilities (including service as control officer for VIPs when needed), and participating in team meetings and events.
- b. Draft briefing papers, talking points, success stories and other documents as needed.

Support the Health Office to ensure representation at external meetings and coverage within the Health Office as needed.

PHYSICAL DEMANDS AND TRAVEL: The work does not involve undue physical demands. No travel is anticipated.



POINT OF CONTACT: Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- a. Education (5%):** A minimum of a Master's degree in public health, public policy, epidemiology, or similar related discipline are required. This includes clinical health-related degrees (MD, veterinary medicine, RN or similar) and/or degrees in a laboratory science.
- b. Prior Work Experience (30%):**
 1. A minimum of five years (5) of progressively more responsible and relevant experience in public health (research, program management, project implementation) or related experience is required. Familiarity with an internationally-focused organization working on animal and/or human public health (e.g. World Health Organization [WHO], Food and Agriculture Organization [FAO], World Organization for Animal Health [OIE], USG or other donors or similar is required.
 2. A minimum of **five of these years** of experience must be related to management of programs in developing countries that involve significant partnership and collaboration across ministries or sectors such as the Ministry of Health and Ministry of Agriculture.
 3. Experience coordinating complex programs with multiple partners across sectors is required and must be demonstrated.
 4. Experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings.
- c. Language Proficiency (5%):**

French and English fluency at level IV is required in reading, speaking and writing.
- d. Job Knowledge (40 %):**
 1. Specialized knowledge and demonstrated expertise in Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, and Avian Flu/One Health, and a demonstrated ability to understand the strategic purpose and goals of multiple organizations from different sectors (e.g. public health, animal health, and environment), identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors.
 2. A detailed understanding of Mali's health service delivery system and the four partner ministries.
 3. Detailed knowledge of infectious disease, animal-to-human transmission, and epidemiology.
 4. A working understanding of community level distribution of health commodities and services is desirable.
- e. Skills and Abilities (20 %):**



1. Program management, budgeting, and monitoring and evaluation skills, including work with other health donors.
2. Ability to operate independently with limited direct supervision of day-to-day activities.
3. A demonstrated ability to establish and maintain contacts across technical subject matter with individuals directly responsible for infection prevention and response, including senior contacts within the Ministry of Health, Ministry of Agriculture, Ministry of Wildlife, and Ministry of Environment and senior WHO, FAO, and OIE officials.
4. Strong interpersonal and team skills, including the ability to communicate well both orally and in writing in both French and English. Ability to work effectively with a broad range of stakeholders (GOM and donor counterparts, U.S. Government personnel and implementing partners, etc.) in a culturally sensitive manner.
5. High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.
6. Demonstrated organizational management skills; the ability to track deadlines and meet various health office and MOH timelines. The ability to multitask and stay organized in a complex, frequently changing environment.
7. Word-processing and spreadsheet proficiency.

Maximum Evaluation Score: 100 points

SELECTION FACTORS:

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations.

To be considered for this position, applicants must meet the minimum qualifications.

1. All Malian Citizens and Local Residents with a valid work permit at the time of application;
2. A minimum of a Master's degree in public health, public policy, epidemiology, or similar related discipline are required. This includes clinical health-related degrees (MD, veterinary medicine, RN or similar) and/or degrees in a laboratory science;
3. A minimum of five years (5) of progressively more responsible and relevant experience in public health (research, program management, project implementation) or related experience is required. Familiarity with an internationally-focused organization working on animal and/or human public health (e.g. World Health Organization [WHO], Food and Agriculture Organization [FAO], World Organization for Animal Health [OIE], USG or other donors or similar is required. A minimum of five of these years of experience must be related to management of programs in developing countries that involve significant partnership and



collaboration across ministries or sectors such as the Ministry of Health and Ministry of Agriculture;

4. French and English fluency at level IV is required in reading, speaking and writing;
5. Program management, budgeting, and monitoring and evaluation skills, including work with other health donors. Ability to operate independently with limited direct supervision of day-to-day activities. A demonstrated ability to establish and maintain contacts across technical subject matter with individuals directly responsible for infection prevention and response, including senior contacts within the Ministry of Health, Ministry of Agriculture, Ministry of Wildlife, and Ministry of Environment and senior WHO, FAO, and OIE officials. Strong interpersonal and team skills, including the ability to communicate well both orally and in writing in both French and English. Ability to work effectively with a broad range of stakeholders (GOM and donor counterparts, U.S. Government personnel and implementing partners, etc.) in a culturally sensitive manner. High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results. Demonstrated organizational management skills; the ability to track deadlines and meet various health office and MOH timelines. The ability to multitask and stay organized in a complex, frequently changing environment. Word-processing and spreadsheet proficiency.
6. Candidate must comply with the minimum age for employment i.e. 18 years and the maximum age i.e. 53 years.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an “Overall Summary Rating of Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.

HOW THE SELECTION WILL BE MADE:

The successful candidate will be selected based upon:

1. Age compliance.
2. Preliminary review of the applicants submitted package to establish that minimum requirements are met.
3. Tests. Candidates may be tested on English writing skills, Microsoft Office proficiency, or any technical skills test that might be deemed appropriate may be required.
4. Interviews.
5. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. Applicants will be contacted (Step 2) for testing and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.



TO APPLY:

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted Applicants will be contacted.

1. **Resume or curriculum vitae (CV)** relevant to the position for which the applicant is applying;
2. **Cover letter** of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the subject position.
3. Applicants are required to provide three (3) to five (5) **professional references** with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
4. Copy of Academic Transcripts.
5. Applicants must provide their full mailing address with telephone, email address and should retain for their records copies of all enclosures that accompany their submissions.

Submit Application

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov **with the below reference number in the subject line.**

Please indicate the Vacancy Reference Number in the subject line of your email: USAID-HR-HEALTH-001-2017-GHSA. Emails received without the Vacancy Reference Number as indicated above will NOT be considered.

Please note that all cv/resume and cover letter must be in English, otherwise application package is incomplete and will be rejected.

CLOSING DATE FOR THIS POSITION IS: May 25, 2017 at 5:00pm

LIST OF PRE-HIRE REQUIRMENTS FOR PSCs:

Once the Executive Office/CO informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following.

1. Medical Examination
2. Security Investigation
3. Employee Biographical Data Sheet (Form AID 1420)
4. Application for Employment in the Foreign Service of the United States (Form OF 174)

BENEFITS/ALLOWANCES:

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, and comprehensive medical insurance subsidy. If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the



position classification grade. Final compensation will be based on the position grade and negotiated within the corresponding market value.

TAXES:

The successful Applicant will be subject to host country tax laws.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contract clause “General Provisions,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. Contract Cover Page form AID 302-4 available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY:

The US Mission in Mali 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. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is 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.