

## Position Description

POSITION: Project Management Specialist (Family Planning, HIV/AIDS and Social Marketing)

### BASIC FUNCTION OF POSITION

The Team Leader (TL) for Family Planning, HIV/AIDS, and Social marketing is a senior-level FSN professional in the USAID/Nepal Health and Education Office (HEO). Operating with a minimal degree of supervision, the TL reports directly to HEO's Deputy Director for Health.

The TL provides counsel and technical and programmatic recommendations in the areas of family planning, HIV/AIDS, and social marketing to both mission and HEO leadership. The TL must use advanced supervisory skills and expertise to supervise three technical FSNs, including one FSN-11 grade specialist and two mid-level FSN-9 employees. The TL is expected to actively participate as a USAID/Nepal senior representative in central-level Ministry of Health (MOH) policy development meetings; donor and implementing partner coordination meetings; and program and technical workshops and seminars. The TL's main responsibilities include staff supervision, technical leadership, and acting as a senior-level liaison with MOH officials and other Government of Nepal (GON) officials within the MOH and other line ministries. The TL may serve as the Acting Office Deputy Director as requested.

The TL has a wide range of responsibilities. The TL is expected to liaise with a diverse array of MOH entities including the Department of Health Services, as well as its Logistics Management; Epidemiology and Disease Control; Family Health; and Child Health divisions. Additionally, the TL must work closely with the MOH's National Center for AIDS and STD Control (NCASC). The TL will also serve as the Agreement Officer's Representative (AOR) for USAID's main bilateral social marketing and social franchising activity, Ghar Ghar Ma Swasthya (GGMS), implemented by Nepal Contraceptive Retail Sales (CRS). Moreover, the TL is USAID's primary representative to the Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM) and assists with the oversight of the GFATM's \$189 million investments in Nepal. In addition, the TL's secondary role is to serve as Activity Manager for USAID/Nepal buy-ins to several global USAID/Washington agreements, including for the Linkages (HIV/AIDS) and the SHOPS Plus (social marketing technical assistance) activities.

### MAJOR DUTIES AND RESPONSIBILITIES

1. 45% Time: As TL and technical expert, and with minimal supervision, provides technical, programmatic and administrative management of key components of USAID/Nepal's family planning, HIV/AIDS, and social marketing activities in the public and private sectors.
  - A. Represents USAID in a senior-level capacity with key MOH divisions, other international donors, and technical working groups in the area of family planning, HIV/AIDS, and social marketing.
  - B. Plays a leading role in increasing USAID's engagement in the implementation of Nepal's National Health Sector Strategy and engagement with other stakeholders in sector-wide approaches.

- C. Serves as the Agreement Officer's Representative (AOR) for the ten-year, \$10.6 million (Life of Project-LOP) bilateral social marketing and social franchising activity, GGMS.
- D. Serves as Activity Manager for USAID/Nepal buy-ins to USAID/Washington global agreements, including the \$10 million LOP LINKAGES (HIV/AIDS) and \$5 million SHOPS Plus (social marketing technical assistance) activities.
- E. Contributes technical expertise and takes responsibility in the formative stages of family planning, HIV/AIDS, and social marketing program designs, activity implementation, and evaluation and in other program areas as required.
- F. Provides programmatic and administrative oversight of USAID/Nepal-funded family planning, HIV/AIDS, and social marketing programs to ensure the achievement of results, advising and authorizing implementing partners to undertake specific courses of action consistent with current USAID/Nepal policies and regulations.
- G. Ensures that AOR official files for this activity are complete, accurate and up-to-date. Schedules and facilitates monthly meetings with GGMS senior management and ensures that a written record of meetings are produced, shared and placed in the official files (electronic and hard copy). Reviews and responds to regular performance and expenditure reports from GGMS to monitor progress against achievements, and takes action as necessary when performance or expenditures are not on-track. Fulfills all AOR responsibilities as described in the delegation letter from the Agreements Officer, including the responsibility for completeness and timeliness of official AOR files.
- H. Leads and supports the preparation of the technical and programmatic review of implementing partner annual work plans (Saath-Saath, and the HIV components of GGMS), sub-agreements with local partners, quarterly and annual progress reports and budgets, success stories, and research results.
- I. Provides technical advice, recommendations and analytical opinions for the country strategy and USAID-supported policy development activities in the area of family planning, HIV/AIDS, and social marketing as they relate to the achievement of overall U.S. Mission and program objectives.
- J. Prepares and reviews family planning, HIV/AIDS, and social marketing narratives, results and targets; behavior change communication; and program efficacy for the USAID/Nepal budget and program planning and reporting process to USAID/Washington.
- K. Conducts field visits to USAID-supported HIV/AIDS activities to meet with implementing partners and government health officials as appropriate, providing technical, programmatic and administrative guidance.
- L. Identifies opportunities for integrating "state of the art" approaches into HIV/AIDS activities, providing a technical assessment and recommended strategies to pilot innovative interventions.
- M. Assumes AOR/Contracting Officer's Representative (COR)/Activity Manager and/or Alternate AOR/COR duties, as assigned.

2. 35% Time: Serves as a senior-level professional member of the USAID/Nepal Health and Education Office:

- A. Supervises three (3) technical FSN professional staff, including one (1) senior FSN-11 specialist and two (2) mid-level FSN-9 employees. These technical staff persons manage four activities with approximately \$13 million in combined Life of Project (LOP) value.
- B. Leads regular family planning, HIV/AIDS, and social marketing technical team meetings, team meetings and other USAID/Nepal routine mission-wide meetings.

- C. Provides technical and programmatic input and participates in the planning and presentation of the annual portfolio review to USAID/Nepal senior management and the Government of Nepal.
- D. Participates in the preparation of site visits for high level delegations.
- E. Coordinates and communicates regularly with other members of the team and other USAID/Nepal staff on administrative, technical, programmatic and policy issues related to family planning, HIV/AIDS, and social marketing.
- F. Writes drafts and edits final versions of all necessary technical and scientific reports and presentations.
- G. Coordinates and edit materials and reports related to family planning, HIV/AIDS, and social marketing for USAID/Nepal briefings and presentations.
- H. Provides support in the fiscal monitoring of activities in close cooperation with USAID's Financial Management Office and advises program supervisors of contractor and grantee program financial status routinely and as requested.
- I. Assists in reviewing contractor and grantees' financial reports for compliance with USAID requirements and procedures.
- J. Assists in preparing financial management documentation in the areas of program responsibility, with input from responsible technical and finance staff.
- K. Assists in preparing Implementation Letters for the commitment of USAID funds. Assists the Finance Office in closing out unspent/unliquidated balances remaining in ILs as necessary.
- L. As required, prepares weekly activity summaries with regular distribution to the Mission Director, Program Office, and team leaders and selected colleagues in USAID Washington.
- M. Serves as Acting Office Deputy Director as requested.
- N. Other duties as assigned.

3. 20% Time: Ensures coordination and synergy of HIV/AIDS activities with other USAID/Nepal HEO activities, other USAID/Nepal mission activities, and other related activities supported by other donor partners:

- A. Serves as the primary USAID/Nepal representative to the GFATM's Country Coordinating Mechanism. In this capacity, provides guidance and oversight in the implementation of the GFATM's \$189 million program in HIV/AIDS, tuberculosis and malaria.
- B. Participates as a USAID/Nepal advisor in technical, programmatic and policy development meetings with the MOH and non- governmental partners.
- C. Identifies opportunities for collaboration with other health and non-health USAID activities to reach marginalized the disadvantaged groups with information and services. Develops action plans and documents results for inclusion in reporting indicators as appropriate.
- D. Within HEO, ensures technical and programmatic synergy between HIV/AIDS, family planning, and social marketing activities, and other governmental and non-governmental HIV/AIDS activities by facilitating the exchange of technical information and identifying opportunities for partnership on technical and programmatic activities.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. **Education:** An advanced degree in social or behavioral sciences, health, public health, or other relevant field is required.

- b. **Prior Work Experience:** Seven (7) to ten (10) years of prior senior-level experience in the field of HIV/AIDS and public health is required; prior work experience with USAID or another international agency is desired. Clearly-defined experience in program and fiscal management is required.
- c. **Post Entry Training:** Needs AOR/COR certification training, GLASS certification, technical training in public health, and USAID mandated/recommended other trainings.
- d. **Language Proficiency:** Level IV (fluent) in English and Nepali Language is required.
- e. **Job Knowledge:** Must possess an advanced knowledge of technical and programmatic public health issues in Nepal and the approaches to address them. Knowledge of evaluation methods, both quantitative and qualitative, is required. Knowledge and implementation of effective supervisory techniques is essential. Knowledge of strategies for conducting evidence-based program design, implementation, and monitoring is critical. The TL must also possess a detailed understanding of the Government of Nepal's bureaucracy, structure, and procedures so as to effectively advocate with senior-level technical counterparts.

**Skills and Abilities:** Must possess the ability to establish and maintain effective working relationships with counterparts from USAID; USAID implementing partners; central- and district-level Government of Nepal and non-governmental organizations. Must possess high quality analytical skills and the ability to assess ongoing public health interventions to evaluate their efficacy and efficiency. Demonstrated supervisory skills and experience, especially of other technical staff, are critical. The ability to communicate openly and effectively in English, both orally and in writing, is essential. Excellent interpersonal skills and an ability to work in a team environment is required. The TL is required to thoroughly understand Mission and Agency-specific policies and procedures which govern project activity management in addition to the mission-established administrative operating procedures, policies and mission orders. This work requires financial management, budgeting, contract management and specific technical skills. Given the TL's supervision of disparate fields of public health, she must possess a finely-honed ability to both absorb and understand highly complex information for multiple disciplines to manage significant operations