



USAID | JAMAICA
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USAID/Jamaica Solicitation

ZIKA Health Advisor

Local Hire U.S. Personal Services Contractor (USPSC)

PART TIME (20 hours per week)

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens (Resident Hire only) interested in providing Personal Services Contract (USPSC) services described in the attached solicitation.

Submittals shall be in accordance with the attached information by the place and time as specified.

Applicants should retain for their records copies of all enclosures that accompany their applications.

Late applications shall not be accepted, unless mishandling occurs after receipt at USAID/Jamaica. The submission deadline is June 17, 2016, at 17:00 hrs Eastern Standard Time.

This solicitation does not represent a commitment on behalf of USAID. The U.S. Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

USAID reserves the right to award or not to award a contract as contemplated herein, subject to availability of funds and other internal U.S. Government approvals.

Any questions (NOT APPLICATIONS) on this solicitation may be directed to: vkeane@usaid.gov

United States Agency for International Development (USAID)/Jamaica

ZIKA HEALTH ADVISOR

SOLICITATION NUMBER: SOL-532-S-00-16-00008

ISSUANCE DATE: June 6, 2016

CLOSING DATE/TIME: June 17, 2016 at 17:00 hrs Eastern Standard Time

POSITION TITLE: **ZIKA HEALTH ADVISOR**

MARKET VALUE: Equivalent to GS 14 - \$87,263 to \$113,444 per annum. These figures are yearly salary for a 40 hour workweek schedule contract; for a 20 hour workweek schedule, the salary as well as annual and sick leave earned during the contract will be pro-rated. Final compensation will be based on the individual's qualifications and salary history.

PERIOD OF PERFORMANCE: One year, PART TIME (20 hours per week) with the possibility of extensions. Extensions will depend on the individual's performance, continued need for the position, and availability of funds.

PLACE OF PERFORMANCE: Kingston, Jamaica

SUPERVISION: Mission Director

SECURITY ACCESS: Employment Authorization

AREA OF CONSIDERATION: U.S. Citizens (Resident-hire only). Eligible Family Members are encouraged to apply.

I. BACKGROUND

The United States Government is committed to taking every step necessary, as quickly as possible, to prevent, detect, and respond to the ZIKA virus globally. USAID will focus on strengthening international public health systems; and enhancing the ability of ZIKA-affected countries to better combat mosquitoes, control transmission, and support affected and at-risk populations.

USAID/Jamaica seeks to employ a ZIKA Health Advisor to effectively deliver technical and program support for the implementation of USAID's ZIKA response in the Jamaica. USAID programming will strengthen existing capacity and implement programs that strategically address Jamaican gaps.

II. BASIC FUNCTION OF POSITION

The ZIKA Health Advisor will serve as the technical lead for implementing USAID's ZIKA response in Jamaica. S/he provides strategic direction, leadership, and technical guidance on all aspects of ZIKA prevention and control including vector management, maternal and child health (MCH), family planning (FP), and social and behavior change communications (SBCC) with the Ministry of Health (MOH).

The incumbent will work with USAID ZIKA Regional Coordinators and ZIKA Health Advisors, USAID/Washington and MOH technical staff, and within the USAID/Jamaica Mission to ensure that country-level activities are technically sound and respond to Jamaica's needs. S/he will also be expected to participate in working groups including development partners and provide technical leadership to inform the Agency's overall response to ZIKA. Because of the interagency nature of the USG ZIKA response, s/he will also work closely with staff from the U.S. Centers for Disease Control and Prevention (CDC) and Department of Defense (DOD). The ZIKA Health Advisor will represent USAID at the highest levels of government and development partners including the private sector, non-governmental organizations, civil society, and multilateral organizations including the Pan American Health Organization, the World Health Organization, UNICEF, International Federation of Red Cross, and others.

S/He will be the activity manager for centrally-funded projects implementing activities in JAMAICA. The ZIKA Health Advisor will have overall responsibility for ensuring that coordination within the health sector and horizontally with other sector colleagues. All significant program corrective actions will be taken in consultation with the Mission Director or his/her designate and Washington technical leads supporting the ZIKA Response.

Technical expertise in public health and management of USAID-funded activities is desired.

III. MAJOR DUTIES AND RESPONSIBILITIES

Specific activities of the ZIKA Health Advisor will include but are not limited to the following:

A. Provide Technical Leadership (35%)

- a) The incumbent will provide the strategic vision and technical knowledge for the implementation of USAID's ZIKA response in Jamaica. Technical areas include ZIKA epidemiology, and prevention and control aspects of the ZIKA response such as vector management, MCH, FP (including FP compliance), and SBCC with MOH.
- b) The ZIKA Health Advisor will serve as the Office of Environment and Health's contact person for USAID/Washington, the USG, and internally within the Mission for all programmatic activities related to the ZIKA response. S/he will work with USG technical staff involved in combating ZIKA in the Latin America and Caribbean Region. The ZIKA Health Advisor ensures that activities are coordinated and complementary with those of other USG agencies, and other donors and stakeholders in Jamaica, maximizing opportunities for integration and cost- efficiencies.
- c) As a representative of USAID/Jamaica, s/he will provide input into strategic, technical discussions with the Jamaican government officials. S/he also meets and coordinates with senior leaders in the private sector, civil society, and donor community to devise collaborative activities to combat ZIKA in Jamaica.
- d) In order to better link with other activities and ensure USAID activities are technically-sound, the incumbent must maintain a working knowledge of USAID policies and guidelines, national and local systems and strategies, and evolving ZIKA epidemiology. The ZIKA Health Advisor will recommend appropriate actions to implement new technical developments as additional lessons are learned throughout the ZIKA response.

B. Management (35%)

- a) As activity manager for centrally-funded projects, the ZIKA Health Advisor manages the implementation of ZIKA-specific activities, monitors progress, identify challenges, and recommends appropriate actions to ensure benchmarks and objectives are met. The ZIKA Health Advisor acts an official USAID representative on site visits, meetings, conferences, workshops.
- b) The ZIKA Health Advisor will provide day-to-day oversight, as well as strategic and technical input, to USAID partners implementing ZIKA activities in the Jamaica. As

activity manager the ZIKA Health Advisor will also be responsible for approving partner requests for trip authorizations and trip reports; reviewing and processing financial documents, and monitoring adherence to USAID regulations, contracts and agreements as applicable.

- c) The ZIKA Health Advisor will maintain an updated table of financial information for all implementing partners working in the ZIKA response in the Jamaica. S/he will effectively manage activity budgets, maintaining updated planned budget information, ensuring timely obligations, reviewing accruals, and analyzing pipelines in a quarterly basis.

C. Reporting (25%)

- a) The ZIKA Health Advisor prepares USAID documents and reports on ZIKA activities taking place in Jamaica, including orally/written reporting on activity results and expenditures in different settings such as portfolio reviews, leadership briefings, and official reporting documents.
- b) S/he will review financial and performance reports to ensure that partner(s) are in compliance with bilateral government agreements and with the performance expectations outlined in their work plan and contract/agreement with USAID. The ZIKA Health Advisor will ensure compliance with USAID/Jamaica's Development Objectives, USAID regulations and host government agreements as they relate to the specific mechanisms managed. Maintain specific and in-depth knowledge of applicable USG laws and legislative directives, as well as regulations regarding allowable use of funds (e.g., family planning compliance).

D. Other Duties as Assigned (5%):

- a) The incumbent will assist the Office of Environment and Health with other tasks related to the planning, implementation, monitoring, and evaluation of USAID support to health programs in Jamaica.

IV. POSITION ELEMENTS

- A. Supervisory Controls:** The USAID mission will set overall objectives and provide technical direction and day-to-day supervision. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take initiative, act independently, and manage her/his tasks with minimal supervision while remaining in line with agreed upon work plans and overall mission objectives.

- B. Exercise of Judgment:** An exceedingly high degree of judgment based on technical expertise will be required to provide guidance and assistance to a wide variety of high-level professionals in the Mission. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities to achieve sustainable programming. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used and by subsequently making independent judgments that can be defended as necessary. Because of the potential consequences of policy and systems strengthening interventions, it is critical that the incumbent proactively apprise and consult with higher level experts or decision makers when required. The person will have to apply organizational leadership and interpersonal skills as well as individual initiative and creativity in order to advocate for budget and program decisions that will advance the development of health systems in Jamaica. Because health systems strengthening is a complex and broad area, the incumbent will have to exercise wide latitude of judgment and skill to educate, inform, and influence other team leaders, senior Mission management, and government personnel.
- C. Authority to Make Commitments:** Because the position will be procured through a Personal Services Contract, the incumbent cannot make financial commitments on behalf of the U.S. Government. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, significant weight will be given to his/her recommendations when commitments are made by those with the authority to do so
- D. Nature, Level, and Purpose of Contacts:** ZIKA is a challenging area of investment, involving significant amounts of money. The position requires considerable influencing skills to negotiate and persuade, but also justify, defend, negotiate, and settle matters among decision makers. The incumbent will maintain contacts and work with senior staff in USAID/Jamaica, U.S. Embassy/Jamaica, CDC/Jamaica, USAID/Washington (e.g. Latin America and Caribbean Bureau, Global Health) and international development partners including UNDP. S/he interacts with senior officials in the Government of Jamaica, the private sector, and civil society organizations. The purpose of the contacts is to educate, persuade, justify, defend, negotiate, and settle matters among decision makers and ultimately reach common understandings in pursuit of mutual objectives.

V. MINIMUM QUALIFICATIONS

- A.** A Masters degree in a relevant discipline such as public health, reproductive health, MCH, or other field related to international development and/or public health. Demonstrated understanding of change management.

- B.** Minimum of three (3) years of progressively responsible experience working for a U.S. Government agency and/or a development organization and/or a host country government, at least two (2) of which were spent in a developing country context supporting development programs.
- C.** Experience with successfully directing large international health programs. Substantive technical and scientific knowledge and understanding of issues surrounding ZIKA, preferably including: epidemiology; infectious and/or vector-borne disease prevention and control; social and behavior change communication; and/or maternal and child health.
- D.** Experience with working closely with high-level host government officials, and leaders in the private sector, civil society and multilateral organizations.
- E.** Demonstrated ability to lead in developing country settings.
- F.** Demonstrated ability to manage administrative responsibilities (e.g. complying with procedural requirements, reporting on activities).
- G.** Level IV English ability (fluent) is required.
- H.** U.S. citizenship (position is only open to Resident Hire US citizens in Jamaica).

VI. EVALUATION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria:

- A. Education (10%):**
Masters degree in public health, reproductive health, MCH, or other field related to international development and/or health.
- B. Relevant Work Experience (30%):**
Minimum of three (3) years of progressively responsible experience working for a U.S. Government agency and/or a development organization and/or a host country government, at least two (2) of which were spent in a developing country context supporting development programs.
- C. Technical Knowledge and Ability (40%):**
Demonstrated experience in working epidemiology; infectious and/or vector-borne disease prevention and control; social and behavior change communication; and/or

maternal and child health, and working closely with high-level host government officials, and leaders in the private sector, civil society and multilateral organizations.

Also, a demonstrated ability to manage administrative responsibilities (e.g. complying with procedural requirements, reporting on activities). Level IV English ability (fluent) is required.

D. Communications/Interpersonal Skills (20%):

- a) Strong interpersonal skills and ability to work in a multi-cultural setting required.
- b) Strong computer, verbal and writing skills required. Must be fluent in English (FSI S-4/R-4) and have: proven ability to communicate quickly, succinctly, and tactfully in both speech and writing; ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners; ability to produce concise, clear reports, and use word processing, spreadsheet, and database programs.

VI. TERM OF PERFORMANCE:

The base term of the contract will be for twenty hours (20) per week (part time) one year, which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-14 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and salary history. In addition to the basic salary, differentials and other benefits in effect at the time and which are applicable and subject to change on a similar basis as for direct-hire USG employees will be added.

VII. SECURITY AND MEDICAL CLEARANCE

The Contractor will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Jamaica must initiate a security clearance prior to the Contractor's travel to post of duty. Until a final adjudication of a security clearance is received, the contractor shall:

- have no access to classified or administratively controlled materials;
- travel to post by himself/herself only; and,
- be authorized no entitlements other than those normally authorized for short-term (less than a year) employees at post.

If USAID/Jamaica fails to obtain a security clearance, the contract will be immediately terminated.

VIII. BENEFITS & ALLOWANCES

As a matter of policy and appropriateness, a USPSC is typically authorized the following compensation amenities (NOTE: An individual defined as a Resident Hire employee may not be eligible for those benefits listed under item B below)

A. BENEFITS

Employee's FICA Contribution *
Contribution towards Health and Life Insurance
Pay Comparability Adjustment
Annual Increase
Eligibility for Worker's Compensation
Annual and Sick Leave
Limited access to Embassy health unit

*NOTE: As a US citizen or US resident (Green Card holder), the Contractor's salary will be subject to employee's FICA and Medicare contribution.

B. FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

IX. LIST OF REQUIRED FORMS FOR USPSCs

For initial consideration:

1. [Application Form AID 302-3 \(Offeror Information for Personal Services Contracts\)](#)

Upon advice by the Contracting Officer, the finalist candidate will complete and submit the following forms:

2. Contractor Employee Biographical Data Sheet ([AID 1420-17](#))
3. Medical Clearance Form (DS 6561)
4. Questionnaire for Sensitive Positions (for National Security) (SF-86)
5. Fingerprint Card (SF-87). **(Available from the law enforcement offices or in USAID/Washington).

Forms outlined can be found at <http://www.gsa.gov/forms>.

X. INSTRUCTIONS TO APPLICANTS

Qualified applicants are requested to submit a completed U.S. Government AID 302-3 (available at the USAID website, <http://inside.usaid.gov/forms>.) and a Resume containing the following information:

- a) Personal Information: Full name, mailing and Jamaican address (with zip code), email and Jamaican address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- b) Education: high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- c) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties and accomplishments, employer's name and Jamaican addresses, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
- d) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
- e) Applicants are required to provide three (3) to five (5) references with complete contact information, including email and Jamaican address and telephone numbers.

Interested applicants should send the above via email, OR international mail, OR international courier, OR Department of State official mail. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and in the subject line of any cover letter. Applications must be received by email or separate post (NOT both), by closing date and time specified in the cover letter of this solicitation and should be submitted to PSC applications mailbox jmjobs@usaid.gov.

XI. SUBMIT APPLICATIONS:

Via E-mail:

Application forms may be emailed in PDF form to jmjobs@usaid.gov with title " ZIKA Health Advisor - <Your Name>" without the quotation marks and angle brackets.

Via hard copy:

**EXO USAID/Jamaica
Attention: Vilma Keane
142 Old Hope Road
Kingston 6**

XII. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PERSONAL SERVICE CONTRACTS (USPSC)

AAPDs contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance. There are a number of AAPDs pertaining to Personal Services Contracts.

Please refer to the USAID website http://www.usaid.gov/business/business_opportunities/ to locate relevant AAPDs. Additionally, AIDAR Appendix D applies to USPSCs and can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: In selecting personnel there will be no discrimination based on race, color, religion, sex, politics, marital status, physical handicap, HIV/AIDS status, age, or membership or non-membership in an employee organization. NOTE: Those applicants who do not receive a response within three weeks of the closing date should assume that their application has not been successful.