

SOLICITATION NUMBER: SOL-388-16-000011 (Re-advertisement)

ISSUANCE DATE: September 12, 2016

CLOSING DATE: Position open till filled

POSITION TITLE: Supervisory Maternal Health Advisor

MARKET VALUE: GS-14 Equivalent (\$87,263 - \$113,444 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated**

PLACE OF PERFORMANCE: Dhaka, Bangladesh

PERIOD OF PERFORMANCE: Two years from the date of appointment

AREA OF CONSIDERATION: U.S. Citizens/Third Country Nationals

SECURITY ACCESS LEVEL: Employment Authorization

DIRECT SUPERVISOR: Deputy Office Director

I. POSITION DESCRIPTION

SUPERVISORY MATERNAL HEALTH ADVISOR (SMHA)

BACKGROUND:

Bangladesh has exceeded the Millennium Development Goal (MDG) targets in child health and has made significant progress in maternal health, infectious diseases and nutrition. However, serious challenges remain. For example, there is significant unmet need in family planning, high newborn mortality, and malnutrition rates exceeding emergency thresholds. One in four births are unplanned and over one million abortions take place annually. Bangladesh has one of the highest rates of tuberculosis in the world, an increasing rate of HIV infections, and a rapidly growing and poorly managed burden of non-communicable diseases. To improve health outcomes for the poor and prevent impoverishment due to catastrophic health events, USAID supports the Government of Bangladesh's (GOB) goal to achieve universal health care by 2035. To this aim, USAID also supports an array of non-governmental organizations in delivering primary care services to millions of Bangladeshis. USAID/Bangladesh funds the NGO Health Service Delivery Project, its largest health initiative, which offers primary health care services through a nationwide network of approximately 400 community clinics. USAID/Bangladesh also receives funding from the United Kingdom's Department for International Development (DFID) to expand primary healthcare services through the NGO network to reach more of the urban poor.

BASIC FUNCTION OF THE POSITION:

The Supervisory Maternal Health Advisor (SMHA) is a member of the Office's senior staff with broad responsibilities for representing the Office, contributing to the Office's policies, directions and design of key Mission documents. S/he is the Mission lead on a series of USAID and Global Initiatives such as Family Planning 2020, Ending Preventing Maternal, Child and Infant Deaths, etc. The SMHA will be the Team Lead for the Health Services Delivery Pillar (Division) which has a portfolio of seven activities (projects) with life of project funding of \$137 million and a professional staff of six. S/he will also support the GOB maternal health programs in its sector-wide approach program (2016-2021), which is currently \$7 billion dollars.

The SMHA will provide leadership, advisory and management responsibilities over a full range of maternal and child health service delivery activities. The SMHA will also oversee nutrition and behavior change communication activities. S/he will develop and coordinate innovative MCH strategies and interventions; ensure that MCH programs and activities are aligned with country plans and coordinate technical and strategic guidance for implementing partners on integrated maternal and child health programs in line with USAID policies and strategies. The SMHA report to one of two deputies in the office and will supervise five foreign national and one expatriate staff and provide a whole host of management and oversight functions, including strategic planning, program design, evaluation and all aspects of personnel management. The incumbent will work at a senior level in a high-priority USG foreign assistance program that requires a high degree of knowledge, experience, maturity, and an ability to function independently under a complex, highly demanding, frequently changing environment.

It is expected that the SMHA will work with the four government ministries and the entire health donor community to improve access to nutrition, family planning, reproductive and maternal health, and child health services. This will not only require public sector engagement but also developing stronger ties with the private sector. S/he will also be requested to place increased emphasis on behavior change communication, expansion of sustainable programs, and policy and advocacy activities aimed at reproductive and maternal and health services in Bangladesh. S/he will also need to address maternal health mortality as it relates to non-communicable diseases and social norms including early age of marriage.

MAJOR DUTIES AND RESPONSIBILITIES

As the **Supervisory Maternal Health Advisor**, the incumbent will:

1. S/he supports a sub-team of six and carries out a full range of consultative, advisory, strategic, and planning responsibilities to ensure technical and programmatic soundness of USAID investments in maternal health as well as compliance with USAID/Washington policies. The Advisor will provide strategic direction and technical leadership in public/private health service delivery to improve health outcomes. S/he will keep abreast of current and new maternal health issues and innovations to advise the Mission on implications for implementation. S/he will provide guidance to HPN regarding maternal health investments and future programming, including design and modification of program activities, the determination of program direction, monitoring and evaluation and corrective action, where needed. S/he will interface within USAID/Bangladesh and with USAID/Washington on the mission's maternal health portfolio and keep current on health, population and nutrition trends in Bangladesh and other parts of Asia, and on relevant state of the art research and best practices and uses this information to inform programming in Bangladesh. **(40%)**
2. Maintain and strengthen relationships with high-level GOB, donors, stakeholders, NGO and private sector. The SMHA plays a leadership and capacity-building role with these actors to advance maternal health in the country as per the maternal health strategy and other key national strategies and policies that affects service delivery and health outcomes. The SMHA will ensure that the Mission is contributing to the Sustainable Development Goals related to women and girls. S/he will actively engage the pillar in planning, reporting and evaluating on key service delivery, behavior change communication, and nutrition activities. **(25%)**
3. S/he will have the primary responsibility in the health service delivery pillar in supervising Contracting Officer's Representatives (CORs) or the Assistance Officer's Representatives (AORs) and in making sure that quarterly and annual reports are submitted on a timely manner as mandated by various implementing mechanisms. S/he will serve as a mentor and coach in providing technical oversight to the health service delivery pillar and all activities within the portfolio, including input for the preparation of program and budget documentation requirements from the Office Director, the Mission, USAID/W and the Government of Bangladesh. The SMHA will also ensure that activities are implemented in a timely manner and of good quality. The advisor will also be responsible for submitting final draft of SMHA-related sections of the Mission's annual reports. The SMHA will liaise with USAID/W, technical experts to inform them of Mission health activities and coordinate mutual activities accordingly. The SMHA may also assume AOR/COR/Activity Manager responsibilities as required. S/he monitors the development of new policies and their impact on programming in the country. S/he coordinates the analysis and synthesis of key technical lessons learned and best

practice recommendations across the Mission based upon the research and documentation of experiences. This level of coordination will necessitate work with other technical staff in other offices to ensure complimentary, synergy and integration. **(25%)**

4. Lead management reviews and external evaluations; monitor programs through reviewing technical reports, making field visits, and analyzing outcome and impact data and oversee the development of policy guidelines and technical resources. **(10%)**

II. OTHER ITEMS

A. SUPERVISION

The Supervisory Maternal Health Advisor will report to the one of two deputies in the office, but the incumbent is expected to collaborate closely with subordinates and also work independently in carrying out specific responsibilities.

B. SUPERVISION RESPONSIBILITIES

The Supervisory Maternal Health Advisor may supervise five Foreign Service National staff and one expatriate staff.

C. PERIOD OF PERFORMANCE

The Personal Services Contract (PSC) will be for 24 months, starting on/around July 2016 and ending in July 2018.

D. SECURITY CLEARANCE

The selected applicant must be able to obtain and maintain an employment authorization security clearance and appropriate medical clearances.

III. QUALIFICATIONS AND SELECTION CRITERIA

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Applicants are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Criteria listed below.

IV. EVALUATION CRITERIA:

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. Applicants are required to provide a cover letter addressing how they meet the requirements of each criterion below and submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following selection criteria (listed in descending order of importance):

1. **Experience:** At least eight (8) years of continuous professional experience in international health programs, preferably with a focus on maternal, nutrition and/or child health programs in developing countries, with at least five (5) years' experience in an international or resource-challenged setting.
2. **Skills and Abilities:** Demonstrated supervisory and technical expertise in maternal, nutrition and/or child health programs in the developing world is required. The qualified person must have

demonstrated technical leadership, policy experience, and experience designing, implementing, monitoring and evaluating maternal, child health and nutrition programs.

3. **Knowledge:** Demonstrated supervisory and technical expertise in maternal, nutrition and/or child health programs in the developing world is required. The qualified person must have demonstrated technical leadership, policy experience, and experience designing, implementing, monitoring and evaluating maternal, child health and nutrition programs.
4. **Education:** The applicant must have at least a Master's Degree in a field relevant to the duties described above such as in public health, economics, business, international development, management, public administration, or other related social sciences, or a related discipline. In cases of exceptional work experience, other relevant graduate degrees and/or work experience will be taken into consideration.
5. **Language:** Excellent proven written and oral English communication skills are required.

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants.

V. OTHER POSITION REQUIREMENTS

The selected applicant must be able to obtain an employment authorization security clearance and appropriate medical clearances.

(The below points determine basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a US/Third Country National;
- Completed and signed Federal Form AID-302-3 is submitted;
- Supplemental documents, especially a resume and/or additional information addressing the Evaluation criteria, is submitted;
- Medical Clearance; and
- Ability to obtain a security clearance or employment authorization clearance, as provided by USAID.

VI. INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit fully completed and hand-signed copy of an Optional Application for Federal Employment Form (Form AID-302-3), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria:

1. **Personal Information:** full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
2. **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);
3. **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 (includes series and grade if federal job), duties and accomplishments, employer's name and address, 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;

4. **Other Qualifications:** Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & 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).
5. **Reference:** Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
6. Date of availability to begin assignment in Dhaka, Bangladesh.

Forms are available at the USAID website, <http://www.usaid.gov/forms/>. Applicants should note that the salary history for the purposes of the Form AID-302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

NOTE: Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation in order for you to be considered for this position. Please note all applications must be signed – **unsigned applications shall NOT be considered**. Please reference the solicitation number on your application, and as the subject line in any cover letter.

Interested candidates should send above electronically to Dhaka-jobs@usaid.gov, to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Address: Supervisory Executive Officer
Executive Office
USAID/Bangladesh
C/O American Embassy
Madani Avenue, Baridhara,
Dhaka,, Bangladesh

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

VII. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

As a matter of policy, and as appropriate, a PSC recruited off-shore is normally authorized the following benefits and allowances:

BENEFITS

- Employer's FICA and Medicare Contribution*
- Contribution toward Health & Life Insurance
- Pay Comparability and Adjustment
- Annual Salary Increase

- Eligibility for Worker's Compensation (USPSC only)
- Annual & Sick Leave
- Shipment and storage of household effects
- Shipment of POV (Private Own Vehicle)
- Access to Embassy medical facilities, and pouch mail service
- Defense-based Accreditation and Medevac insurance

**Note: If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.*

ALLOWANCES: TCNs will be paid allowances in accordance with the Bangladesh Mission Order. Details are available on request. USPSCS will be eligible for allowances listed in the Standardized Regulations Government Civilian Foreign Areas Sections cited below – if applicable.

1. Temporary Lodging Allowance (Section 120)
2. Living quarters allowance (Section 130)
3. Post Allowance (Section 220)
4. Supplemental Post Allowance (Section 230)
5. Separate Maintenance Allowance (Section 260)
6. Education allowance (Section 270)
7. Educational Travel (Section 280)
8. Post differential (Chapter 500)
9. Payments during Evacuation/authorized Departure (Section 600)
10. Danger Pay (Section 650)
11. Consumables Allowance

VIII. LIST OF REQUIRED FORMS FOR PSC:

Forms outlined below can found at: <http://www.usaid.gov/forms>

1. Federal employment form (Form AID-302-3).*
2. Contractor Physical Examination (AID Form 1420-62).*
3. Questionnaire for Sensitive Positions (for National
4. Security) (SF-86), or *
5. Questionnaire for Non-Sensitive Positions (SF-85). *
6. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed **only** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.