

SOLICITATION NUMBER: SOL-388-17-000011

ISSUANCE DATE: April 21, 2017

CLOSING DATE: May 12, 2017, at 4:30pm, local time in Dhaka Bangladesh

POSITION TITLE: Deputy Director (2 positions), Office of Population, Health, Nutrition and Education (PHNE)

MARKET VALUE: GS-14 Equivalent (\$88,136 - \$114,578 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: Office Director, - Office of Population, Health, Nutrition and Education

I. POSITION DESCRIPTION

DEPUTY DIRECTOR, PHNE

BACKGROUND:

Bangladesh has made significant progress in maternal health, infectious diseases and nutrition. However, serious challenges remain. There is significant unmet need in family planning, high newborn mortality, and malnutrition rates exceeding emergency thresholds. There are currently 27.7 million adolescents in Bangladesh, comprising approximately 22% of the population and over 67% of adolescent girls are currently married. Malnutrition among adolescent girls is a significant contributor to complications during pregnancy, including preterm deliveries, low birth-weight babies, and maternal and infant mortality. In addition, 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, the USAID/Bangladesh supports the Government of Bangladesh's (GOB) goal to achieve universal health care by 2032. USAID/Bangladesh's activities include an array of activities in delivering health services to millions of Bangladeshis, including supporting a network of 400 community-based clinics, offering primary health care, as well as, support to the mitigating of the spread of infectious diseases.

BASIC FUNCTION OF THE POSITION:

USAID/Bangladesh seeks a dynamic Supervisory Health Development Officer to serve as one of two Deputy Directors in the Office of Population, Health, Nutrition and Education (OPHNE). The incumbent should be a seasoned administrator with strong leadership, technical, writing/editing and interpersonal skills. As a Deputy Director the Supervisory Health Development Officer will provided management and administrative oversight on the full range of family planning/reproductive health, nutrition, infectious diseases and maternal and child health activities, including strategic planning and reporting and supervision of program and administrative staff. The incumbent will liaise with host government officials, bilateral donors, UN organizations, NGOs, and other pertinent agencies and organizations as required.

As a USAID contract employee, the incumbent has the responsibility of understanding and incorporating the Agency's core values in all aspects of his/her work. These core values included:

(1) Customer focus: The incumbent is expected to identify and communicate with health partners including the Ministry of Health and Family Welfare; surveys their interests, needs and recommendations; follows up on communications and information received. Ensures that health partners' needs and thinking are addressed in activities undertaken and that, where possible, health partners' are involved in key decisions.

(2) Managing for results: Reviews baseline information against which to plan actions and identify targets and milestones. The incumbent is expected to define specific operational and programmatic results needed for their area of responsibility. The incumbent should review progress against targets and milestones regularly; take needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned. The incumbent is also expected to serve as a knowledgeable advocate for the results orientation with other USAID employees and partners.

(3) Empowerment and accountability: The incumbent participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives and the staff s/he supervises. Further, the incumbent is responsible for involving and motivating staff and encouraging them to take new responsibilities and challenges.

(4) Teamwork and participation: The incumbent contributes to strategic planning, performance monitoring, and major program decisions of the DO team. S/he demonstrates ownership of the teams' plans, performance, and decisions. S/he proactively participates in team processes and activities.

(5) Valuing diversity: The incumbent understands and respects the various work groups and team members. S/he understands and respects the role of each member of the team and works together to achieve results while accepting accountability for his own actions.

As a senior staff in OPHNE, the Supervisory Health Development Officer will report directly to the Office Director. The position requires knowledge, experience, maturity, and an ability to function independently under a complex, highly demanding, frequently changing program implementation and policy environment. The position is located in the USAID/Bangladesh's OPHNE. The incumbent serves as one of two Deputy Directors in OPHNE and supports a staff of 28 with a \$92 million FY annual budget covers a diverse and innovative portfolio that includes programs in family planning, maternal and child health, tuberculosis, pandemic threats, nutrition and education. The incumbent directly supervises a sub-team of staff (6-8 health professionals) working in education, nutrition and health. S/he will provide managerial oversight and technical advice to support the implementation of the USAID/Bangladesh's health and education programs through a combination of bilateral agreements and buy-ins to USAID/Washington agreements.

MAJOR DUTIES AND RESPONSIBILITIES

There are two (2) positions available. Each Office Deputy Director helps guide the technical development of the OPHNE in collaboration with the Director and other team members who have complimentary technical expertise. S/he has additional oversight responsibilities for the parts of the USAID portfolio to which s/he is assigned, which may include the following:

- Manage internal office operations, including recruiting and mentoring staff, establishing systems, and working with the Director to ensure the office is responsive to strategic opportunities.
- Represents OPHNE within USAID, with the interagency, and to external partners on issues related to the health and education portfolios.
- Briefs high level officials on internal and interagency work on PHNE activities Strong interpersonal skills, ability and willingness to function in a collaborative and collegial environment, sensitivity to others, and balanced judgment.
- Ability to work in a fast-paced, fluid environment, re-prioritizing actions and helping staff adjust workloads.
- Manage teams and processing personnel actions as required

- Foster and facilitate USG interagency collaboration and cooperation around GHSA activities;
- Facilitate and ensure timely financial and programmatic reporting.
- Maintain familiarity with relevant state-of-the-art capacity-building and systems strengthening activities and be well-versed in other scientific aspects of health and education programming
- Providing technical assistance for the design, implementation and evaluation of USAID programs to GOB counterparts, USG staff, implementing partners and other institutions.
- Identify and document technically sound, cost-effective, and practical approaches to programming consistent USAID policies and priorities.
- Contribute to the design, implementation, and monitoring and evaluation of health and education programs and activities
- Prepare background documents, briefing papers, talking points, information memos, and other relevant documents as necessary

II. OTHER ITEMS

A. SUPERVISION

The incumbent will report to the Director of OPHNE.

B. SUPERVISION RESPONSIBILITIES

The Deputy Director is expected to supervise one or two mid-level or senior FSN employees.

C. PERIOD OF PERFORMANCE

The Personal Services Contract (PSC) will be for 24 months, starting on/around June 2017 and ending in June 2019.

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 seven (7) 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 economics, public health, business, international development, management, public administration, or other related social sciences or 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
12. Cost of Living adjustment (10%)

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 Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. 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.