



U.S. EMBASSY DHAKA

READVERTISEMENT

VACANCY ANNOUNCEMENT NUMBER – **2016-28A**

OPEN TO: All Bangladeshi Interested Candidates/All Sources
POSITION: Project Management Specialist (Neonatal Health System)

“Applicants who responded to Vacancy Announcement 2016-28, need not reapply”.

OPENING DATE: December 4, 2016
CLOSING DATE: December 18, 2016 (before 4:30 p.m.)
WORK HOURS: Full-time; 40 Hours/5 days per week
SALARY: FSN-11 (Salary approx. Tk. 196,500 per month)
Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade)

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Specialist (Neonatal Health System)** in the Office of Population, Health, Nutrition, and Education (OPHNE).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION:

The Neonatal Health System Specialist’s basic function is to work with government, public and private sector providers, implementing partners and NGOs to incorporate proven practices to prevent newborn mortality into the health systems that manage and deliver care for pregnant women and newborns. S/he serves as the senior neonatal adviser to U.S. and Bangladeshi officials. S/he helps USAID and its partners stay abreast of current best practice in the highly visible, complex and evolving field of neonatal care. S/he will works with implementing partners, other donors and the GoB to identify areas where current maternal and child service systems need to be changed to incorporate life-saving neonatal practices. Enables partners to determine where and how key program elements such as supervision, training and logistics need to be changed to provide quality newborn care services.

The Neonatal Health System Specialist works with partners and others to ensure that the proven approaches are incorporated and strengthen national policies, protocols, resource allocations and the use of field-based research and program data for decision making. S/he serves as the Activity Manager on a new maternal, neonatal and child health project and as a neonatal advisor for USAID’s \$50 million contribution to the World Bank Trust Fund as well as other major USAID-funded PHNE programs and projects. S/he represents USAID on GoB, donor and other working groups, is responsible for a broad range of planning, monitoring, coordination, capacity building and implementing activities in support of MNH and FP/RH policies and programs that reduce maternal, neonatal and related other child mortality. S/he works across sectors, organizations and geographic regions to facilitate the adoption of best newborn care practice.

MAJOR DUTIES AND RESPONSIBILITIES:

Context: Saving newborns is a global, U.S. and Bangladesh priority. Recently, the White House announced a new global initiative, Saving Lives at Birth: A Grand Challenge for Development, where the U.S. is joining other donors and governments to protect mothers and newborn children at birth, when they are most vulnerable. In Bangladesh, newborn deaths account for 60% of all the deaths to children under five, an estimated 150,000 babies annually. Many of these deaths are preventable with known, affordable approaches and technology. Bangladesh has incorporated this goal in the “Promise Renewed to End Preventable Child Deaths by 2035: the Bangladesh Call for Action and the



National Neonatal Health Strategy and Guidelines in the Bangladesh Health, Population and Nutrition Sector Development Plan. The new neonatal health system advisor will play a critical role in changing health systems at all levels and saving thousands of babies.

Strategic Planning and Program Design (25%):

Is the principal advisor to USAID and the GoB on priority neonatal interventions and the policy, system and program changes required to incorporate these into health service delivery; interventions include delivering integrated family planning, health and nutrition services to reduce high risk births, better nourish and protect mothers and ensure life-saving approaches at birth and in the first hours of life. Identifies health systems issues that impact newborn mortality, such as: insufficient human resources capacity, inconsistent availability of drugs and equipment, and implementation of policies required to deliver newborn care services at community and facility levels. Advocates for best-practice newborn care interventions with civil society, private sector providers and professional organizations (such as the Obstetric and Gynecologist Society of Bangladesh, Bangladesh Pediatric Association, Bangladesh Perinatal Society, and Bangladesh Neonatal Forum). Conceptualizes and recommends new program direction as needed to achieve results. Identifies programmatic interventions to affect the linkages between maternal, fetal and newborn health, such as safe water, hygiene and the risk for severe infection; ensure service delivery teams and facilities are trained and equipped to provide seamless medical care for both maternal and child services.

Networking and Coordination (25%):

Advises senior GoB officials and represents USAID on national GoB and donor task forces, committees and working groups working on newborn and child health. Works with the Ministry of Health and Family Welfare Director Generals in Family Planning and Health Services to promote the delivery of integrated family planning, health and nutrition services required to prevent newborn deaths. Works at the regional and local level to guide the system changes needed to strengthen practice and behavior. Helps GoB colleagues strengthen and implement the National Neonatal Health Strategy and Guidelines. Coordinates with other donor agencies working in child health, such as UNICEF and UNFPA, to ensure that GoB efforts to implement the Every Newborn Action Plan are on track to achieve their goal of Ending Preventable Maternal and Child Death by 2035. Engages private sector pediatricians and medical societies in implementing the GoB approved interventions. Works at the national level with government and the academic community to strengthen the policies, protocols and guidelines related to pregnancy, delivery and neonatal care. Assists with the design and delivery of training in these areas as well as the monitoring of performance. Serves as the USAID point person on the UN Commission on Life Saving Commodities for



Women and Children, whose mission is to ensure that essential, quality commodities for maternal and child health reach the women, newborns and children who need them. Shares the USAID and local research agenda in child and newborn health to leverage funds and scale up best practice. Coordinates with other donors to ensure synergy with their programs, the identification and sharing of best practice and the dissemination of results. Assists with the mobilization of resources for innovative programs.

Supervision and Technical Leadership (25%):

Serves as a thought leader to ensure high quality care during the key health service transition period from maternal care to child health care. Stays in close contact with U.S. and global colleagues working on neonatal health to ensure that Bangladesh has most recent information and learning in neonatal health. Contributes to decisions on the GoB investments in newborn survival. Provides policy guidance on neonatal care advocating for scale up of proven interventions that change neonatal outcomes such newborn resuscitation; short-course simplified treatment for presumed sepsis, kangaroo mother care, and chlorhexidine for newborn cord care. Is responsible for identifying and overseeing new interventions for pilot testing, and advancing implementation science as it relates to newborn health. Is responsible for a broad range of planning, monitoring, coordination, capacity building and implementing activities in support of maternal-newborn health (MNH) and family planning and reproductive health (FP/RH) policies and programs that reduce maternal, neonatal and related other child mortality. Provides technical and public health leadership for the full PHN portfolio including expert direction, judgment and input for proposing and designing technically sound mission strategies and projects to achieve the Bangladesh, U.S. and Global goals in reducing neonatal, maternal and child mortality. Advises USAID CORs/AMs, delivery projects, implementing partners and GoB counterparts on key activities, best practices and technical approaches in child, especially new born, and maternal health and ensures these interventions are integrated into their annual work plans. Liaises with Monitoring and Evaluation and Research Advisors to pilot promising new interventions to impact newborn survival and identifies areas to take evidence-based interventions to scale.

Implementation and Financial Management (25%):

Serves as the Activity Manager on a new maternal, neonatal and child health project and as a neonatal advisor for USAID's \$50 million contribution to the World Bank Trust Fund as well as other major USAID-funded programs and projects such as MaMoni and Smiling Sun funded at \$130 million. As Agreement/Contracting Officer's Representative (A/COR) and activity Manager (AM) develops program descriptions, and revises as needed to achieve results. Ensures that annual work plans are consistent with project objectives and that they are prepared and approved in a timely manner. Monitors implementation through consultations, progress review meetings and field



trips. Performs inspections and site visits to gather information about implementation and progress and as appropriate recommends changes to improve performance. Assures the timely receipt and technical soundness of all deliverables – reports, attainment of milestones, etc. Responsible for bringing to the attention of the PHNE leadership and the Agreement or Contracting Officer to any performance problems and ensuring remedial action. Monitors program and management activities to ensure compliance with policies and the standard provisions. Coordinates with mission financial analysts to track expenditures and pipelines and to coordinate the timing of incremental funding. Tracks quarterly financial statements and annual performance narratives so that they are in compliance with the agreement. Ensures that obligations, expenditures, and pipelines conform to action plans, agreements and budgets. Reviews activity budgets for appropriateness. Works in collaboration with the PHNE Office in ensuring that that implementing partners prepare quarterly accruals and other reports. Reviews and signs vouchers. Maintains performance records. Participates as necessary in performance audits and resolution of findings. Participates in contract/grant closeout actions.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Incumbent must have a Master’s degree in public health or a related field. Specialized training as a physician and work in maternal and child health and neonatal care are also required. *(You must attach a copy of your bachelor’s degree & specialized training certificate along with your application form.)*
- 2. Experience:** 5 to 7 years of progressively responsible professional-level experience in public health is required. These should include experience in managing and working with public, and if possible, private health service delivery systems. At least two years of experience should be in development assistance or related work with donor agencies, government or private service providers..
- 3. Knowledge:** Must possess the knowledge and skills to stay abreast of best practice in the highly-visible, complex and evolving field of neonatal care. Must have broad cross-sector knowledge and program experience to facilitate integrated population, health and nutrition approaches. Must know about the policy, technical and program constraints to changing current public health and medical practice in Bangladesh. Must understand health service delivery systems fully including primary health



care, community-based care and maternal and child health. Must have thorough knowledge of GoB health policies, programs, organization and management. Must be knowledgeable about monitoring and evaluation, operations research, reporting and the use of data for decision-making. Must know current global and Bangladeshi demographic and public health issues related to newborns including the determinants of neonatal mortality in Bangladesh.

- 4. Skills and Abilities:** Must have the interpersonal and professional skills to work effectively with senior decision makers, program managers and service providers at a range of levels and across governments and organizations. Among the required skills and abilities are the ability to plan, organize, manage and evaluate complex projects; to use statistical software, spreadsheet and power point; to obtain, analyze and evaluate a variety of data and to organize and present it effectively; to draft factual and interpretive reports covering complex subject matter ; to exercise good social and professional judgment, to use excellent interpersonal skills in cross cultural and multi-level settings; to establish and maintain an extensive range of contacts with top level officials, private sector leaders and senior donor officials and to work collaboratively with colleagues and on teams.
- 5. Language:** Level 4 (Fluent) Speaking/Reading/Writing of Bangla and English is required. English language proficiency will be tested.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a local security certification.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

3. Current employees serving a probation period are not eligible to apply.

HOW TO APPLY: Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Filled up application form. The application forms are available on our website <http://www.usaid.gov/bangladesh/work-with-us/careers>; and in the



below link:

[Application Form AID-302-3](#)

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and;**
- II) A copy of Passport or Voter ID or Driver's License, and;**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

WHERE TO APPLY:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Dhaka 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not 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.

Clearance:

Eric Adams, Supervisory EXO