



# U.S. EMBASSY DHAKA

**VACANCY ANNOUNCEMENT NUMBER – 2017-02**

**OPEN TO:** All Bangladeshi Interested Candidates/All Sources

**POSITION:** Project Management Specialist

**OPENING DATE:** January 11, 2017

**CLOSING DATE:** January 26, 2017 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/5 days per week

**SALARY:** FSN-12 (Salary approx. Tk. 271,700 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** in the Office of Population, Health, Nutrition and Education.

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 Project Management Specialist is a recognized expert in the field of Public Health in Bangladesh, particularly in primary health care service delivery and capacity strengthening in the NGO and the public sectors. S/h serves as a principal advisor and assistant to the Director and Deputy Director(s) of PHNE in the implementation of the initiative to End Preventable Maternal and Child Death. S/he provides substantive advice and support in the formulation and administration of USAID Bangladesh's Population, Health and Nutrition program; engages with Government of Bangladesh (GOB) and donors to ensure synergy and realignment with major health priorities in Bangladesh; promotes "whole of government approach" in collaborating across offices within USAID and other USG agencies work in health in Bangladesh. S/he is instrumental in the conception, design, development, negotiation and implementation of highly visible and critical projects which directly impact on the success in achieving USAID's goals and objectives in the health sector. The incumbent serves as Contracting Officer's Representative (COR) and Agreement Officer's Representative (AOR) for designated projects related to health system strengthening, health financing, and quality assurance in service delivery to in the NGO, private and public sector health care programs. S/he is responsible for the administration and management of assigned projects to ensure that objectives are achieved in accordance with program descriptions and approved work plans and budgets. S/he will also manage activities funded through USAID/Washington contracting mechanisms and liaise with headquarter counterparts.

The incumbent is PHNE's chief liaison with the Government of Bangladesh (GOB). S/he ensures open lines of communication and collaboration with all the government ministries and other stakeholders. S/he will coordinate with the GOB, other donors and stakeholders to ensure maximum impact of USAID's investment in the health sector.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

A. As senior public health expert and advisor for the Mission, the incumbent will perform the following duties:

- Maintain contact and coordinate with senior officials of the Ministry of Health, donor organizations, government institutions and other stakeholders to achieve and enhance PHNE objectives and Mission goals.
- Manage the implementation and coordination of USAID's efforts to End Preventable Maternal and Child Death.
- Provide advice, guidance and support to the Mission and PHNE on PHNE's



program directions and policies; contribute to strategies and designs to achieve PHNE program objectives as outlined in the Country Development Cooperation Strategy; and overall management of PHNE program activities.

- Inform, advise and make recommendations to the Mission on population and health issues/policies based on review of evidence based information/reports, program experiences, observations, professional networking and judgment.
  - Assist the PHNE Director and Deputy Director(s) in identifying and tracking performance indicators to be incorporated in the Mission annual performance report and Performance Monitoring Plan; drafting performance reports, the Operational Plan and other Mission reporting documents for USAID. Assess the quality of data used to report PHNE's program performance.
  - Chair or represent PHNE/USAID at important meetings (both within and outside the Mission) such as national level committees and task forces.
  - Work closely with the PHNE program implementing partners and other parties to ensure that program achievements and lessons learned are properly disseminated to national and international stakeholders.
  - Represent USAID/Bangladesh at international and national meetings that establish policy recommendations on public health issues for the region and individual countries.
  - Prepare briefing papers, talking points, memos or cables for information and action, and responds to requests from Mission management, USAID Washington, and other parties as needed.
- B. Serve as COR and AOR for projects/activities related to health service delivery and capacity strengthening of NGO and public sector programs, with an annual budget of up to \$20-25 million. COR and AOR activities would include:
- Perform all responsibilities authorized through COR/AOR Designation of Authority. For example: Provide technical advice, guidance and oversight to projects being managed; monitor project progress against objectives; ensure compliance with terms and conditions of agreements; ensuring timeliness of implementation; monitoring budgets, pipelines, accruals and other financial matters. The incumbent will evaluate contractor performance, maintain project records and status reports, prepare necessary project documentation, recommend solutions to problems, and otherwise assist in the day to day management of projects.



- Lead regularly scheduled meetings and program reviews with implementing partners to discuss the progress of program implementation, including setting the agenda, leading the discussion and ensuring that the meeting minutes are recorded.
  - Make regular field trips to monitor program implementation and to meet with customers and beneficiaries. Write trip reports, Family Planning Compliance findings and share the findings with partners, PHNE team and Headquarter staff as appropriate. Advise and make recommendations on policy and implementation issues.
  - Lead regularly scheduled meetings and program reviews with implementing partners to discuss the progress of program implementation, including setting the agenda, leading the discussion and ensuring that the meeting minutes are recorded.
  - Make regular field trips to monitor program implementation and to meet with customers and beneficiaries. Write trip reports, Family Planning Compliance findings and share the findings with partners, PHNE team and Headquarter staff as appropriate. Advise and make recommendations on policy and implementation issues.
  - Coordinate with USAID's support offices to monitor and track that all USAID financial and management procedures are being followed by the project. Highlight and resolve any financial or other procedural non-compliance through consultation with USAID's appropriate offices.
  - Coordinate with USAID education programs and collaborate with other technical offices to promote synergies with other USAID/Bangladesh technical offices.
  - Ensure compliance with all federal regulations related to Family Planning and Environmental Compliance other U.S. Government legislation and policy restrictions.
  - Assist in making arrangements for visits to project sites by VIPs and other officials.
- C. As senior advisor for government relations, the incumbent will perform the following duties:
- Maintain an advisory role and collaborative working relations with senior government officials at the Additional Secretary, Joint Secretary and



Director General levels to coordinate policy and administrative matters pertaining to bilateral health program with GOB.

- Coordinate national level Project Steering Group meetings annually to ensure USAID activities are aligned with the GOB's health sector plan and Bangladesh's Sustainable Development Goals.
- Lead discussions to revise program results. Conceptualize and draft amendments to cooperative agreements, the DOAG and other documents that are aligned with new program directions.
- Provide GOB with regular budget and expenditure reports for bilateral program. Coordinate with projects and GOB officials for financial reporting and management. Ensure PHNE/USAID program components have requisite GOB CD/VAT access as per their procurement plans.

#### D. Supervisory Duties

- The incumbent will assume supervisory duties for Foreign Service National staff as assigned by the PHNE Director.

### **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:** A Masters degree in Public Health or Medical related subject is required. *(You must attach a copy of your Master's degree & specialized training certificate along with your application form.)*
- 2. Experience:** Five to seven years of progressively responsible professional or program experience in public health is required. At least three years' experience in development assistance related work for host government, foreign government, other donor agencies, host-government organizations or the private sector is required. Experience working with NGO and public sector health programs and liaising with the government with significance on NGO programming. Leadership and senior level management expertise to interact with GOB policy makers and program managers, donors, and support program implementation are required.
- 3. Knowledge:** Thorough knowledge of concepts, techniques and practices of family planning and primary health care delivery in developing countries is required. Knowledge of best practices in designing, implementing, monitoring and evaluating health program is needed. Must have thorough



knowledge and understanding of: NGO and GOB health programs and management; GOB organizational culture, structure, policies, and development priorities; GOB inter-ministerial relations and how Ministry of Health and Family Welfare functions within and between various GOB entities. Knowledge of strategies, programs, and working methodologies of other donor agencies in the health sector is desired. Should have or be able to acquire a thorough knowledge of U.S. development assistance, programming policies, regulations, procedures and documentation.

- 4. Skills and Abilities:** Ability to plan, organize, manage and evaluate complex projects is required. Ability to obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms to others, particularly to Mission management, is required. The ability to draft factual and interpretive reports covering complex subject-matter is required. Ability to exercise good social and professional judgment, excellent interpersonal and communication skills in cross cultural and multi-level settings. Ability to establish and maintain effective contacts with senior government officials and other partners. Ability to work within a team setting with minimum supervision. Ability to provide intellectual explanations on any policy issues related to GOB and foreign government programs.
- 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. Women and members of minority groups are encouraged to apply.

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