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VA-669-21-00009

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO:** VA-669-21-00009
- 2. ISSUANCE DATE:** 09/10/21
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 09/24/2021 at 17:30
- 4. POINT OF CONTACT:** Executive Officer, email at [LiberiaHR@usaid.gov](mailto:LiberiaHR@usaid.gov)
- 5. POSITION TITLE:** Project Management Specialist (HIV/AIDS) Care and Treatment
- 6. MARKET VALUE:** USD 40,344 - 64,550 FSN- 11  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initial contract will be for one year (with optional years included for extension), based on the programmatic needs, funding availability, and performance. This is considered a permanent position. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 8. PLACE OF PERFORMANCE:** Monrovia, Liberia with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia. Current employees serving a probationary period with the mission are not eligible to apply.
- 10. SECURITY LEVEL REQUIRED:** Facility and computer access.

## **11. STATEMENT OF DUTIES**

### **BASIC FUNCTION OF POSITION:**

The US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, PEPFAR is now undertaking the challenge of controlling the pandemic.

The USAID Project Management Specialist (HIV/AIDS Care and Treatment) serves as a technical leader and resource in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of HIV/AIDS Care and Treatment programs/projects/activities. The Specialist serves as the inhouse subject matter leader on HIV/AIDS Care and Treatment, and the Mission and USG representative in policy, strategic, and technical engagements with the host-country Ministry of Health (MOH), U.S. Government (USG) interagency, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of HIV/AIDS Care and Treatment activities. The work includes serving as a Program/Project Manager and Contracting/Agreement Officer's Representative (COR/AOR) for significant and targeted interventions, service as an Activity Manager for centralized programs, providing technical assistance to the appropriate host-country Ministry in the development of host-country policies, and the design and management of in-country programs/projects/activities, reflecting best practices in HIV/AIDS Care and Treatment. The Specialist works with the host government and other donors to ensure a well coordinated approach to HIV/AIDS Care and Treatment.

The position is located in the USAID Office of Health. The incumbent reports to the Health Service Delivery Team Lead and has no supervisory responsibility.

### **1. Major Duties and Responsibilities**

#### **Technical and Strategic Leadership**

The Specialist provides a high level technical guidance, including clinical HIV Care and Treatment recommendations, to the Mission and the Ministry of Health in HIV/AIDS Care and Treatment including counterparts and senior level officials; provides direction in the design, implementation, monitoring, and evaluation of HIV/AIDS Care and Treatment programs/projects/activities and interventions; and/ provides oversight to the annual HIV/AIDS Care and Treatment budget, ensuring costs remain within budget planning levels, and that efficiency is maximized.

The Specialist works closely with other units within the Health Office, and across the USAID Mission, to optimize opportunities for cross-sectoral integration, and the leveraging of resources across the different program components; and, works closely with the Health Systems

Strengthening Team to ensure adequate planning towards uninterrupted availability of key HIV commodities, including antiretrovirals (ARVs), test kits, and essential laboratory reagents.

The Specialist provides technical leadership in quality and performance improvement, working with key stakeholders to improve the quality of facility and community-level HIV Care and Treatment services, by applying evidence-based guidelines, approaches, and tools; and, liaises with the other technical advisors and MOH staff to institutionalize and scale up quality improvement for HIV Care and Treatment service delivery Through literature review, research and regular communication with local and international stakeholders, the Specialist keeps abreast of emerging developments in the national and global HIV Care and Treatment landscape, and advises accordingly on how policies, strategies, and technical guidelines can most effectively be incorporated to enable the Mission to maintain fidelity and relevance in its HIV/AIDS Care and Treatment programs.

The Specialist provides advice and guidance to other Health Office and HIV/AIDS Team colleagues on matters relating to HIV/AIDS Care and Treatment, and how best the other program components could contribute to ensure an effective service cascade. The Specialist provides oversight and guidance to USAID IPs newly emerging and highly efficacious approaches to HIV/AIDS Care and Treatment program/project/activity implementation; with the Strategic Information Team, advise on the development of tools (dash boards, league tables, etc.) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to HIV/AIDS Care and Treatment activities; and, advises on targeted analyses of HIV/AIDS data to inform program/project/activity planning and implementation.

The Specialist provides technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST), and any other new tools that may be provided for use in the planning processes,

### **Program/Project/Activity Management**

The Specialist serves as a Contracting or Agreement Officer's Representative (COR/AOR) for Mission HIV Care and Treatment programs; keeps the supervisor informed regularly of program implementation progress, results, and issues/problems on a timely basis; perceives, determines, and arranges for procurement of Short Term Technical Assistance (STTA), ensuring that objectives and outcomes of the TA are consistent with and support the furtherance of the Mission HIV/AIDS Care and Treatment portfolio; participates in and ensures the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve service delivery quality, including provision of clinical recommendations on HIV Care and Treatment; and, organizes site visits and prepares orientation materials for delegations from OGAC, USAID Headquarters, the Department of State, and other agencies, and plays a leading role in advising other Health Office colleagues on quality assurance/improvement methodologies and techniques in order to improve the performance of all health service providers.

## **Representation and Reporting:**

The Specialist represents USAID and PEPFAR at designated national, regional, and international meetings, in particular those relating to HIV/AIDS Care and Treatment, including regular participation in national-level HIV/AIDS technical working groups and related committees; represents USAID on the inter-agency USG PEPFAR Inter-Agency Technical Team, along with the Team Leader; represent USAID at meetings outside of the HIV/AIDS field, as requested by the Mission Director, Health Office Chief, or the Team Leader; responds to a wide range of work-related requirements as a member of the PEPFAR Team, including responding to requests for information from USAID Washington, OGAC, and the Congress; establishes strategic working relationships with senior host-government officials at the national and district level, donor agencies, civil society organizations, private-sector health counterparts, and Medical Associations in order to enhance the sharing of information on HIV/AIDS Care and Treatment, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs/projects/activities; and, serves as a USAID representative on inter-agency forums related to HIV/AIDS Care and Treatment. The Specialist provides strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents, including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, and Semi-Annual and Annual Progress Reports; and, supports the annual PEPFAR budget preparation processes.

### **Supervision controls**

The Specialist works under the very general supervision of the Health Office Chief, and the closer but general supervision of the Health Service Delivery Team Lead. Supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project activity goals, effectiveness in meeting host country and USAID and objectives, and integration with other initiatives in the Health Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

### **Supervisory Relationship**

Continuing supervision of other Health Office and/or Mission staff is not contemplated. Oversight of short- and medium- term technical contractors and TDYers is contemplated, requiring the Specialist to prepare interim performance assessments for long-term TDYers and contractors. The Specialist provides mentoring and coaching in key areas of HIV/AIDS Care and Treatment, especially on newly emerging evidence and approaches to foster common knowledge across the portfolio.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- 1. Education:** The work requires the equivalent of a Master's Degree in Public Health, in a field related to HIV, Health, Social Work, International Development, Social or

Behavioral Sciences, Epidemiology, Biology, Infectious Disease, Organizational Development, Political Science, Business Administration or a closely related field.

2. **Prior Work Experience:** A minimum of five years of progressively responsible experience in the field of public health programming in developing or middle-income countries, with a focus on HIV/AIDS Care and Treatment is required. The Specialist must demonstrate that he/she has strong clinical skills in HIV/AIDS Care and Treatment. The Specialist must have demonstrated technical leadership in public health program management, planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.
3. **Work/Residency Permits:** Applicants must have valid work and/or residency permits allowing work in Liberia.
4. **Language Proficiency:** Level 4 (fluent proficiency) English and local language proficiency, both oral and written, is required.

### **III. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factor(s) in order to be considered.

#### **1. Selection Process**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. As part of the selection process, the most qualified candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

#### **2. Evaluation Factors**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. Applicants should include their name and the announcement number at the top of each additional page including a written response to the Evaluation Factor. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

#### **FACTOR #1:**

In 250 words or less, outline how you have demonstrated your knowledge in HIV testing, care, and treatment service delivery. Provide examples of your efforts by describing your experience in providing, managing or overseeing approaches toward index testing, linkage to care and/or virological suppression among HIV positive individuals.

### 3. Basis of Rating

Applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors: 20 points

Factor #1      20 points      (Addendum to application packet)

Timed writing sample exercise: 30 points

The writing sample will demonstrate the candidate's ability to interpret, analyze and communicate in writing data to the appropriate audience.

Interview Performance: 50 points

Interview questions will revolve around the candidate's

- Management abilities
- Teamwork and interpersonal skills
- Technical knowledge

Possible Points 100 point total

### **IV. SUBMITTING AN OFFER**

Applications must be submitted electronically by email with the subject line **VA-669-21-00009 – Project Management Specialist (HIV/AIDS) Care and Treatment** [LiberiaHR@usaid.gov](mailto:LiberiaHR@usaid.gov)

Applicants may submit an application prior to the closing date and time specified in Section I, item 3 mentioned above unless revised.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. A current curriculum vitae (CV) or resume, not to exceed 3 pages.
2. A minimum of three (3) professional references with telephone and email contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
3. A supplemental document with a **written response to the Evaluation Factors.**

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception to these requirements.

Short-listed candidates may be requested to provide educational documents such as transcripts for degrees, diplomas, certificates, and other pertinent documents as needed.

Any attachments provided via email must be compatible with Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 25 MB. Incomplete applications will not be considered.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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.