



VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals for the position of **Health System Strengthening Specialist** for its Mission in Liberia.

VACANCY: VA-669-16-000001-RE

OPEN TO: ALL INTERESTED CANDIDATES
Current employees serving a probationary period with the Mission are not eligible to apply.

Position: Health System Strengthening Specialist

OPENING DATE: February 03, 2016

CLOSING DATE: March 17, 2016

WORK HOURS: Full-time: 40 hours/week

SALARY: FSN-11 (Salary level ranging from USD 27,875.00 to USD 41,811.00 p.a. depending on full performance standards).

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENT PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

BASIC FUNCTION OF POSITION

The Health Systems Strengthening (HSS) Specialist provides expert technical advice to, and plays a leading role in management of, USAID programs designed to strengthen human and institutional capacity in the Liberian health system, to enhance the efficient delivery of quality health services. The HSS Specialist will provide technical advice and management support across a range of programs in the Mission's HSS portfolio, which includes leadership and governance, Human Resources for Health (HRH), quality assurance and quality improvement (QA/QI), supply chain management, health financing, and health information systems. The HSS Specialist will be expected to provide expert advice to USAID, implementing partners and country counterparts in developing strategies needed at national, county and district levels to strengthen policies, management systems, regulatory frameworks, pre and in-service training of health workers, and HRH management to improve motivation and retention of skilled health workers.

Reporting to the HSS Sub-Team Leader within the Health Team, the HSS Specialist will be responsible to serve as an activity manager for one or more USAID-funded activities or technical areas within the HSS portfolio, and for providing technical and management support for a variety of USAID HSS program priorities. Management functions including managing and overseeing development and implementation of partner work plans, monitoring and evaluation of field activities, reporting, financial management, and procurement. The HSS Specialist shall exercise significant independent judgment in planning and carrying out tasks, developing consensus among diverse stakeholders, representing the U.S. Government in critical technical and policy fora, resolving problems and conflicts, and meeting deadlines. The incumbent will also perform inherently USG functions such as managing contract and grants, budgeting, developing planning documents, and/or reporting.

MAJOR DUTIES AND RESPONSIBILITIES

1. Technical and Management Responsibilities

- Provides expert technical, policy and program advice and management support to key components of the USAID/Liberia Health Systems Strengthening program, including in key technical areas such as Human resources for Health (HRH), Quality Assurance / Quality Improvement of health services (QA/QI), management and governance, health financing, health information systems, and institutional capacity development
- Manage designated USAID program activities in the HSS portfolio, including direct management of USAID implementing partners to achieve, monitor and evaluate HSS development results. Review and provide input and expert technical advice to technical reports, monitoring and evaluation reports, research and assessments, and strategic and operational plans – both from USAID and our implementing partners, as well as those of the GOL, UN, and donor community.
- Coordinate with and provide technical advice, direction or assistance to USAID Health Team implementing partners to ensure that partner HSS activities are well coordinated and in line with Mission and Government of Liberia (GOL) national plans, policies and strategies. Take a lead role in developing and facilitating regular communication and feedback with implementing partners on HSS issues as assigned.
- Contribute to and/or manage development of scopes of work for procurement, and work plans that clearly identify short- and long-range achievable, sustainable, and measurable strategies and activities for strengthening the health system and workforce
- Serve as a subject matter expert in HSS and specific sub-areas as assigned by monitoring current public health literature, reports, international guidelines and standards and best practices, and promoting continuous improvement in USAID program management and interventions in these areas
- Use initiative to develop program and policy options and recommend appropriate courses of action based on a comprehensive analysis of development problems, alternative actions, objectives and consistency with U.S. policy and regulations
- Conduct field visits and monitoring of USAID program activities; document and follow up on issues and opportunities to ensure the effectiveness and efficiency of USAID assistance
- Advise and guide the development of work plans, technical reports, training materials, and other project products
- Support the development, maintenance and updating of administrative reports, records, results reporting, and other documentation required by the USG and GOL.
- Design and/or manage project assessments, reviews, and evaluations to ascertain project success and cost effectiveness, including implications for future financing.
- Serve as Contract/Agreement Officer's Representative (C/AOR) or Mission designated activity manager for designated implementing agreements within the Mission HSS portfolio for health sector development assistance

2. Collaboration and Communication Responsibilities

- The HSS Specialist participates individually, and in groups, in the development and management of programs and activities for USAID and IP staff that serve to strengthen coordination and alignment around health system strengthening objectives. Works in close collaboration with key stakeholders to achieve the goals, objectives and results of the USG and Government of Liberia (GOL) priorities related to health systems strengthening and related areas such as HRH.
- Advises Health Office Senior Management on technical as well as strategic and donor coordination issues with the GOL and within the USG.
- Forges relationships with key partners necessary for the achievement of HSS program objectives
- Work together with GOR institutions, development partners, and other key stakeholders to support the strengthening of key government systems at the national, county and lower levels. This includes representing the USG in technical working group meetings on related issues.
- Advise and support the USAID Health Team's Service Delivery sub-team on HSS issues related to the implementation and oversight of the Mission's government-to-government (G2G) FARA agreement.

- Work closely with the following organizations:
 - The Ministry of Health, health professional associations and regulatory institutions, and both public and private sector health providers to ensure USAID programs are responsive to and aligned with host country priorities and requirements
 - Health Implementing Partners – to ensure HRH and other HSS activities are aligned across the Health portfolio and to oversee and coordinate reporting for the health portfolio.
 - The World Bank, WHO, and other multilateral and bilateral partners – to coordinate support to HRH and other HSS activities
 - Other USG agencies including CDC, State Department, Peace Corps and USAID/Washington Global Health Bureau– to communicate regularly and work jointly to ensure complementarity of activities and alignment in interagency reporting.

3. Other Duties as Assigned:

- Performs other assignments as required to reinforce capacity of USAID Health Team staff and help plan and implement innovative program activities to strengthen USAID’s health program in Liberia.

POSITION ELEMENTS:

- a. **Supervision Received:** The incumbent will work under the direct supervision of the Health Systems strengthening sub-team leader. Daily supervision is minimal and routine work should be performed independently with little instruction. Employee should be able to identify and solve problems as they arise. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of, and effectiveness in meeting, objectives. The Specialist is expected work in a collegial manner, and to exercise considerable autonomy and judgment in discharging the duties of the assignment.
- b. **Supervision Exercised:** This is a non-supervisory position.
- c. **Exercise of Judgment:** The Specialist is expected to make independent and professional judgments on the quality and effectiveness of HSS programs, particularly health workforce initiatives, and to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from a wide range of stakeholders. Applies independent judgment in working with health professionals throughout Liberia, and in devising approaches to resolving technical, administrative, managerial, and/or policy deficiencies and problems. Judgment must be exercised in setting priorities, in determining when intervention in programs/projects/activities is necessary, and in reaching consensus on conclusions and recommendations.
- d. **Authority to Make Commitments:** As prescribed by USAID regulations and Mission policy, and within the scope of the assignment, the Specialist advises USAID officials and implementing partners on courses of action to resolve implementation deficiencies. Within the scope of authority delegated, the Specialist may indicate to ranking counterpart officials that they will make a strong recommendation to Health Team, the supervisor, or to appropriate CORs/AORs, or others, on specific recommended courses of action regarding the activity deficiencies, issues, or problems. The Specialist has no authority to individually commit the USG to the expenditure of funds.
- e. **Nature, Level, and Purpose of Contacts:** Contacts are maintained in person, by phone, and by written communication with Health Team staff, USAID and interagency USG technical and management staff, mid-level GOL officials at the national and county levels, implementing partner staff, and other donors and development partners. Contacts will include technical interaction to coordinate and manage HSS programs, routine administrative functions, and other important issues regarding activity implementation, including the negotiation of corrective measures if needed. Contacts are typically to explain, coordinate, and negotiate activity proposals and objectives, secure cooperation, resolve problems, obtain or furnish information, and/or to persuade Health Team staff and counterparts (GOL and IPs) to take recommended actions and to accept recommendations.
- f. **Time Expected to Reach Full Performance Level:** Approximately one year.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Bachelor's degree in public health, health policy, or related field (e.g. business, public administration, management), is required, and a master's degree is strongly preferred.
- b. **Prior Work Experience:** Minimum 5-7 years' progressive and responsible experience related to HSS, as well as experience with program design, oversight and implementation. Experience working with health systems issues at the national and/or local level is strongly preferred. Demonstrated experience working collaboratively with senior managerial and technical host country counterparts, donors, and other stakeholders at national and decentralized levels is required.
- c. **Language Proficiency:** Level IV (fluent) written and spoken English proficiency is required. Must be able to communicate effectively in both written and spoken English at a professional level.
- d. **Job Knowledge:** The Specialist must have strong knowledge of the Liberian health care system, public health and health systems strengthening programming, and international donor operations in the health sector. In-depth knowledge of human resources for health programs, policies, and approaches for improving the skill, performance and availability of skilled health workers, or relevant knowledge, is strongly desired. In addition, the Specialist must have, or have the ability to quickly acquire, knowledge of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and knowledge of PEPFAR and USAID protocols and procedures related to reporting. The Specialist must have knowledge and understanding of the organization and roles of the different levels of the GOL health system in order to maintain effective communication and coordination. A strong working knowledge of project management procedures, policies and practices, especially in the health and HSS field, is required. Good knowledge of host-country contacts in the health field (official and non-governmental) is desired.
- e. **Skills and Abilities:** The Specialist should have demonstrated the ability to assume management and leadership roles. The Specialist must be resourceful, have good judgment, and have the ability to work diplomatically and maintain highly effective working relationships with persons from many backgrounds. The work requires a user-level ability to work with computers and common software programs used within USAID. Ability to work under pressure, to prioritize work, and to meet tight deadlines is required. Must be able to communicate clearly both verbally and in writing with a wide range of partners. Ability to analyze, understand and discuss new program design, management and implementation approaches, including the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports.

SELECTION CRITERIA

Education Background:	(20 points)
Relevant Work Experience:	(25 points)
Job Knowledge:	(25 points)
Skills and Abilities:	(30 points for three components)

- A. Verbal Communication & Language Proficiency: (10 points)
- B. Written Communication & Language Proficiency: (10 points)
- C. Leadership, judgement and analytical skills (10 points)

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

SELECTION PROCESS

After initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

HOW TO APPLY

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes your qualifications for and interest in this position
2. Resume
3. The names and contact details of three references that can attest for your professional qualifications and/or work experience. USAID also reserves the right to contact other references other than those provided.
4. Documentation (e.g. copied of certificates, awards, degrees) that address the minimum requirements of the position.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Health System Strengthening Specialist
USAID/Liberia
American Embassy (Service CAC)
P.O. Box 98
1000 Monrovia 10 Liberia

Drop in application box at service entrance, old CID road Gibson Street

Or Email to: amangou@usaid.gov or Sbrowne@usaid.gov