

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
Kampala, Uganda	USAID	
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input checked="" type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:				
b. Other:	Supervisory USAID Project Management Specialist (Family Health), FSN-4005	FSN-12		
c. Proposed by Initiating Office:	Supervisory USAID Project Management Specialist (Family Health), FSN-4005	FSN-12		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
	Vacant
8. MISSION/OFFICE: USAID/Uganda	a. First Subdivision: Health and HIV/AIDS Office
b. Second Subdivision: Family Health Division	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position. Health and HIV/AIDS Deputy Office Director		
Typed Name and Signature of the Employee.	Typed Name and Signature of the first-line Supervisor, if different from Block 11.		
Date (mm-dd-yy)	Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Acting Health and HIV/AIDS Office Director	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate Factors and Elements in the MClass Job Evaluation Questionnaire. Supervisory Executive Officer		
Typed Name and Signature of American Supervisor	Typed Name and Signature of Human Resources Officer or USAID Executive Officer		
Date (mm-dd-yy)	Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION:

The Supervisory USAID Project Management Specialist (Family Health [FH]) is a senior member of the Health and HIV/AIDS (HH) Office, which serves USAID/Uganda Development Objective 3: Improved Human Capacity/Investing in People (DO3). The HH Office encompasses the Family Health Division, the Health Systems Strengthening Division, the HIV/AIDS Division, and the Malaria and Emerging Pandemic Threats Division, along with a Program Support Unit. The HH Office is headed by a US Foreign Service Officer who reports directly to the Mission Director. Managing a budget of over US\$200 million in fiscal year 2015 (FY15), the Family Health Division has a significant portfolio in the Mission. The Specialist reports directly to the HH Office Director, with responsibility for providing technical leadership to the entire USAID/Uganda Mission and to the USG Mission to Uganda as a whole in the areas of family planning, nutrition, water, sanitation, and hygiene (WASH), as well as maternal and child health issues. The Specialist is recognized by the USG and the GoU as an expert in family health, and serves as a key Advisor to Mission Management, the USG Mission in Uganda, to the GoU, and to implementing partners (IPs). The Specialist provides supervision and managerial oversight, and is involved in the planning, design, and implementation and evaluation of all USAID/Uganda family health activities. The Specialist provides day-to-day technical management and oversight of the family health portfolio.

The Specialist facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Ministry of Health, Regional Health Bureaus, USAID/Washington counterparts, with other government entities, and with other donors and non-governmental organizations working in the health sector. The Specialist represents USAID and the USG on various high-level governing bodies key to family health; serves on GoU technical working groups and donor working groups to advance the policy objectives of the USG and to support coordination and harmonization of health activities in Uganda; and, provides essential communication and liaison within USAID offices and with other USG agencies. The work includes supervision of six professional and support members of the Family Health Division.

The Supervisory USAID Project Management Specialist (FH) provides strategic and technical leadership in the design and implementation of USAID/Uganda family health activities in Uganda. As a senior health advisor for USAID, the Specialist represents USAID and the USG in national and international fora to advise on policies, strategies, and technical issues. The Specialist has an understanding of global health issues, as well as the entire USAID/USG health portfolio, and serves as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) or Activity Manager for selected programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with other Family Health Division staff, and/or the Deputy and Office Director, as appropriate. The Specialist provides supervision to six team members, including AORs/CORs, and provides mentoring and coaching to the entire HH Office in the areas of family planning, nutrition, water, sanitation and hygiene (WASH), as well as maternal and child health issues. The Specialist may be assigned to act for the Office Director and/or Deputy Office Director in their absence or preoccupation.

14. MAJOR DUTIES AND RESPONSIBILITIES:**% OF TIME**

1. Strategic and Technical Advisor for Family Health and Ending Preventable Maternal and Child Deaths (EPCMD) – 55%

The Specialist provides policy and strategic leadership, in support of the EPCMD and the overall USAID/USG Family Health program, with a focus on maternal and child health, family planning, nutrition, and WASH including: developing and leading the design of new family health activities; participating in inter-sectoral designs and program management; assuring activity monitoring and evaluation standards are met; providing expert technical and programmatic information and assistance as requested by the Ambassador, the USAID/Uganda Mission Director or Deputy Mission Director, and the HH Office Director relating to the Family Health Division, including content for reporting documents, speeches, cables, analyses, and briefing papers; working with various

offices in the Mission to design and commission studies and research relating to family health issues; and, ensuring lessons-learned are compiled and results are dissemination to all health partners.

As the Family Health Team Lead, the Specialist represents USAID/Uganda and the broader USG health community at national and international meetings and technical working groups, including: leading internal and external meetings on issues related to USAID/USG health programs/projects/activities, with emphasis on all elements related to family health; represents USAID/USG at relevant technical and steering committee meetings, such as the Ugandan National Advisory Committee for Health, the Joint Core Coordinating Committee, and the MoH Task Force, and serves on HH Health Management teams; maintaining an extensive range of senior and mid-level GoU official contacts, such as the Minister of Health, senior representatives from other donor agencies and NGOs, and senior USAID and USG staff; and, serving as the lead USG Family Health Division member to the GoU and IPs, ensuring strategic coordination among USG health teams, the GoU, IPs, other partners, and regional programs.

The Specialist provides senior policy, strategic, and technical advice and guidance to the Ministry of Health (MoH) including: working with senior MoH officials to plan, draft and evaluate the GoU health development plan, and other strategic documents and policies; and, providing advice and guidance to the MoH Director of Planning and Finance in the planning of regional and national (Ugandan) annual review meetings.

The Specialist works closely with USAID/Washington counterparts, ensuring compliance and constant communication with headquarters including: participation in key headquarter working groups, calls, and trainings; overseeing the development of site visit schedules and effective monitoring plans for the family health program; ensuring schedules are carried out routinely and that end-use checks occur; and, preparing for VIP visits, including preparing briefers, scene setters, arranging for site visits and accompanying delegations on visits to USAID programs, and briefing VIPs on Uganda, the country's health challenges and programs, and on USAID and USG support.

2. Program/Project/Activity Management and Monitoring – 25%

The Specialist serves as AOR/COR or Activity Manager for a variety of programs/projects/activities in the Family Health portfolio, and supervises and provides guidance to subordinate staff serving as AORs/CORs for additional projects, including: maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; reviewing annual work plans and performance reports to ensure IPs are in compliance with bilateral government agreements, and with performance expectations; ensuring IPs are in compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID; and, taking a lead role in the preparation of the strategic and operational planning processes such as the Country Development Cooperation Strategy and USAID Operational Plan, as well as participating in the annual PEPFAR Country Operational Plan and Malaria Operational Plan.

3. Family Health Division Budget and Financial Management – 10%

The Specialist is responsible for the financial management of programs/projects/activities assigned to the Family Health Team including: regular budgeting for the Family Health program; ensuring that that obligations, expenditures, and budget pipelines conform to action plans; ensuring appropriate and timely incremental funding of activities; ensuring program activities are in compliance with USAID financial regulations, and reporting any financial discrepancies to the HH Office Director and Financial Analyst, the Mission Controller, and the Office of Acquisition and Assistance; keeping the Controller and Financial Analyst informed on the liquidation of advances; reviewing and providing administrative approval for assigned activities; and, ensuring compliance with Non-Federal Audits (NFAS) and the closure of open recommendations, and maintaining monthly project financial management tracking systems.

4. Supervision of Family Health Team Staff – 10%

The Specialist provides oversight of work and supervision of approximately six Foreign Service National and/or expatriate staff and other short-term staff (including AORs/CORs) as required, and mentors the entire office in the various elements that make up the Family Health team.

The Specialist serves as a full supervisor, providing supervision, leadership, mentorship, and guidance to the professional and assistant-level Family Health Division staff, and provides guidance on family health matters to all members of the HH Office, including advising the Office Director/Deputy Office Director, as well as the Mission Director and Deputy Mission Director. The Specialist participates with considerable weight in selection decisions within the Division, and performs the full range of training, evaluation, and other supervisory responsibilities expected at the full professional level.

Performs other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. Education: Completion of an advanced degree, or the local equivalent, in economics, social science, public health, medicine, management, social science, or anthropology is required. An MPH is preferred.
- b. Prior Work Experience: A minimum of seven years of progressively responsible, professional-level experience in health-sector program management, with at least four years of that time in strategy and policy development, is required. Experience must have provided the opportunity for project design, program planning and budgeting, and/or implementation. At least two years of experience in development-related work or related fields for USAID, other donor agencies, GoU organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data is desired. In addition, two to four years of previous successful supervisory experience is desired.
- c. Post Entry Training: Familiarization training in USAID-specific procedures, regulations, and monitoring and evaluation methods will be provided. Orientation to working from a donor-Agency perspective, etc., will be provided. Formal AOR/COR training is required for successful performance in the position and will be provided. Training to maintain professional capability in the field, and other courses offered for professional USAID staff, will be provided as appropriate, in addition to, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as they become available, and subject to the availability of funds.
- d. Language Proficiency: Level IV (fluent) English. The ability to communicate effectively in both written and spoken English is required. Knowledge of one or more Ugandan languages will be highly useful.
- e. Job Knowledge: In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to family health issues in Uganda and the region, is required. Mastery of a variety of health development areas, including HSS, health care reform, health care financing, health information systems, human resources development, logistics systems and commodity supply, maternal and child health, and family planning is expected. The Specialist must have a knowledge and understanding of the economic political, social, and cultural characteristics of Uganda; and, the economic developments, resources, and resource constraints, and development prospects and priorities of Uganda and the region. The Specialist must have a good knowledge of, or the potential to acquire such knowledge of, USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different branches in the GoU, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation plans. The Specialist must have an in-depth knowledge of GoU institutions, policy directions, objectives, and priorities

relating to USAID activities in the sector; and, a sound knowledge of the political, economic, social, and cultural characteristics and developments in Uganda.

f. Skills and Abilities: The ability to plan, organize, manage, and evaluate family health program activities is required. Verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior and middle-level GoU officials, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication skills are also used to explain and interpret GoU attitudes, priorities, and concerns to USAID/USG officials, and to negotiate program/project/activity plans and resolve implementation issues with appropriate host-country organizations, technical advisors, IPs, counterparts, and peers. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers. Analytical ability is required in order to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans. Skill in program/project/activity programming, policies, and plans, and in developing strategies for implementation, is desired. The Specialist must have the ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters. Good computer skills are required to manage activity goals and achievements, both technical and financial.

16. POSITION ELEMENTS:

a. Supervision Received: The Specialist and Team Lead works under the very general supervision of the HH Office Director/Deputy Office Director, who provides overall objectives, suggests approaches to consider, and reviews certain completed reports and other assignments. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with superiors. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is normally considered technically correct and is reviewed largely in terms of results achieved.

b. Supervision Exercised: The Specialist serves as a Team Lead and full supervisor, providing supervision, leadership, mentorship, and guidance to approximately six subordinate professional and assistant-level personnel in the Family Health Division.

c. Available Guidelines: Available guidelines include USAID and USG health program guidance, rules, and requirements; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and USAID Mandatory and Standard Provisions, the FAR and AIDAR, Strategic Objective Agreements and Implementation Letters, quarterly reports, formal evaluations, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

d. Exercise of Judgment: Independent judgment is required for developing, implementing, and managing programs/projects/activities, many of which are emergent institutions in areas of political and social sensitivity, and for reporting, and/or for other assignments. Judgment is required to make decisions based on careful analysis of facts and variables, possible alternatives and potential political, and development implications and impact; the Specialist exercises good judgment, and completes work independently; and, the Specialist monitors implementation of programs/projects/activities and maintains accountability for results achieved.

e. Authority to Make Commitments: The Specialist exercises the authority given to full supervisors of major functions, and to program/project/activity managers and AORs/CORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of program/project/activity status. Within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID and on a specific activity issue or problem. The Specialist may be required at times to negotiate *ad referendum* for the immediate supervisor. The Specialist has no independent authority to commit the USG to the expenditure of funds.

f. Nature, Level, and Purpose of Contacts: The Specialist has a full range of contacts within USAID and the greater US Mission in Uganda, at all levels, and maintains contact with contractors and grantees implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staff, and with senior staff as needed. Host-government, local, and other contacts vary widely with the type of activity being implemented, and may be at any level — including Minister, Deputy Minister, etc. Frequent and substantive personal contacts with senior-level officials of the GoU, and with the private sector, are for the purpose of explaining and defending USAID/USG policies, objectives, and procedures, and to transmit and interpret GoU and private-sector attitudes and concerns, and the attitudes and concerns of individual Ugandans to senior USAID officials.

g. Time Expected to Reach Full Performance Level: Twenty six weeks to one year.