

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST: Kigali	2. AGENCY USAID	3a. POSITION NO. 354472100110
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 type="checkbox"/> b. New Position
<input checked="" type="checkbox"/> c. Other (explain): Minor adjustment of PD for advertising for vacancy

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority: Regional EXO	A.I.D Project Management Specialist (Health Systems Strengthening) FSN-4005	11	CAJE	5/17/10
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title) Health Systems Strengthening Specialist	7. NAME OF EMPLOYEE
8. OFFICE/SECTION: Health Office	a. First Subdivision:
b. Second Subdivision:	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. Jesse Joseph Health Systems Strengthening Team Leader		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR 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. Lisa Godwin, Acting Health 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 3 FAH-2 standards. James Mayer Supervisory Executive Officer		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Project Management Specialist for Health Systems Strengthening (HSS) will contribute to the management and implementation of the Mission's health system strengthening portfolio. The incumbent will support results and provide expert advice in the area of health systems strengthening. The incumbent will provide technical leadership to health sector policy and strategy development and related reforms. The incumbent will also support the USAID Health Office in health sector coordination. The Specialist will be responsible for advising the USAID/Rwanda Mission, the Health Office and other US government (USG) agencies and partners on HSS issues and programs. The incumbent will manage a broad range of planning, monitoring, coordination, capacity building, and implementation tasks related to HSS reform. Strong understanding of and experience working in the area of HSS is critical.

HSS areas of focus include health financing, health management information systems, governance and decentralization, quality improvement through standards and accreditation, and health care workforce planning with an emphasis on building local capacity and institutionalizing key systems strengthening interventions. The Health Systems Specialist will be supervised by and receive day-to-day guidance from the Health Office Director or his/her designee as appropriate. He or she will work with policy-makers, program managers and technical experts within the health office, the (USG) President's Emergency Plan for AIDS Relief (PEPFAR) and President's Malaria Initiative teams, program partners, relevant Ministry (Health, Finance, Social Affairs) personnel at national and provincial levels, donor partners and other stakeholders.

Strengthening HSS supports health care delivery, reduces waste in the health system, and improves quality of care delivered. The Health Systems Specialist will advise the Health Office and explore various strategies in HSS focus areas that may include identifying key health policies needed at national and provincial levels and mobilizing USAID and other stakeholders to implement, monitor and evaluate interventions supporting those strategies. HSS is a major activity in the Health Office.

14. MAJOR DUTIES AND RESPONSIBILITIES***Leadership*****25%**

- Serve as the senior expert for the USAID/Rwanda Health Office on health systems strengthening issues, policies and programs in partnerships with Rwandan governmental and civil society officials, private voluntary organizations, nongovernmental organizations, bilateral and multilateral donors, other USG institutions, think tanks, Congressional staff, and others.
- Provide technical leadership, policy and program guidance to the Rwanda Health Office and Mission.
- Provide technical leadership and support to the entire HSS portfolio of awards and especially those concerned with health finance, information systems, quality improvement and governance
- Provide HSS technical assistance and advice to the GOR leadership, including the Ministerial level
- Co-chair assigned technical working groups and provide technical leadership in preparation of the government of Rwanda (GOR) Health Sector Working Groups and Joint Sector Reviews

Program Management**40%**

- In collaboration with the Health Office and appropriate stakeholders, develop scopes of work and work plans that clearly identify short- and long-range achievable, sustainable strategies and activities for improving HSS in Rwanda.
- 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 overall US domestic and international policy and law.
- Work in close collaboration with the Health Office team, with other donors, stakeholders and implementing partners to provide technical support for the following project activities:
 - Building HSS capacity of government and partners at identified national, district, and local levels
 - Monitoring programs' progress in implementing tasks in accordance with implementation plans and other agreements
 - Initiating and/or coordinating project assessments, reviews, and evaluations to ascertain project success and cost effectiveness, including implications for future financing
 - Performing other related duties as required
 - Functioning as Regional Agreement/Contracting Officer's Representative (AOR/COR) or Mission designated Activity Manager for 1-3 selected awards within the HSS portfolio

Administrative Management**20%**

- Identify and/or provide technical assistance expertise required for field activities, visits or other events; prepare scopes of work, provide operational support, and review reports for quality
- Participate in the development of work plans, technical reports, training materials, and other project products

- Formulate, maintain and update administrative forms, files and other documentation required by the USG and GOR

Coordination**15%**

- Liaise with the GOR's Health Service Delivery and Health and Social Welfare Promotion Teams on strengthening health systems contribution to improved quality health care delivery and health promotion
- Keep informed of and collaborate with key Rwandan institutions and other international donors and development agencies

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education:**

- Master's degree in public health, health policy, business, public administration or related field required.
- Doctoral degree preferred

b. Prior Work Experience:

- Minimum five years' relevant professional experience to HSS, project management and administration

c. Language Proficiency:

- Strong English writing, research, and presentation skills (4/4)
- General professional proficiency to speak and read French or Kinyarwanda preferred (3/3)

d. Knowledge:

- Expert knowledge of current health systems strengthening issues and interventions.
- In-depth knowledge of human resources for health programs, policies, regulations and precedents applicable to development and administration of national/international public health program.
Detailed knowledge of GOR health care system and structures including familiarity with Ministry of Health (MoH) policies, program priorities and regulations.
- Good working knowledge of team management techniques to plan, organize and direct multidisciplinary and multi-cultural project teams and activities.
- Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions.
- Working knowledge of USG HSS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of care and support programs.

e. Skills and Abilities:

- Strong oral and written communications skills to develop and maintain effective, sustainable working relationships with national and international working partners.
- Strong leadership skills to lead results-driven project teams and workgroups.
- 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.
- Ability to exercise considerable ingenuity and tact in applying guidelines to unique and different settings.
- Considerable innovation to influence other collaborative organizations engaged in health systems strengthening activities to adopt appropriate strategies for their program activities.
- Intermediate user level of word processing, spreadsheets and databases, and ability to learn Google office tools
- Strong skills in interpretation of program monitoring and evaluation data
- Ability to produce results within tight deadlines
- Ability to manage administrative and project management systems for programmatic impact and sound resource management

f. Post Entry Training:

- Agency-specific leadership development training and AOR/COR or Project Management of grants/cooperative agreements training are required and will be provided.

16. POSITION ELEMENTS

- a. Supervision Received:** Directly supervised by the Health Office Director or his/her designee
- b. Available Guidelines:** U.S. Government and GOR rules, regulations, and policies issued both in writing and orally.
- c. Exercise of Judgment:** Job holder is expected to make independent and professional judgments on the quality and effectiveness of HSS programs and to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from a wide range of stakeholders.
- d. Authority to Make Commitments:** As the AOR/COR for 1-3 awards within the HSS portfolio, the Job Holder will have authority and responsibility as delegated by the Regional Acquisition and Assistance Officer to carry out grants, contracts or cooperative agreement support commitments. Position has no authority to make financial commitments.
- e. Nature, Level and Purpose of Contacts:** Job Holder will advise and brief the Mission Director, Health Office Director, and other senior USG officials as required, and they will have frequent internal high-level contact with other USAID teams and USG agency HSS counterparts to coordinate and standardize health systems strengthening programs that achieve results specified in USAID foreign assistance framework. External contacts are with leaders and senior program managers in MoH, participating partners, non-governmental organizations and other program collaborators. Purpose is to support and develop the highest technical quality of finance, information systems, governance, and human resources for health programs. Contacts also include professional program staff and supply chain managers, and other public health professionals for purposes of program evaluation.
- f. Supervision Exercised:** Position has no direct supervisory responsibilities
- g. Time Required to Perform Full Range of Duties after Entry into the Position:** One Year