

PROJECT MANAGEMENT SPECIALIST (GLOBAL HEALTH SECURITY)



For detailed minimum requirements, applicants must refer to the Full Statement of Duties and the qualification requirements available on <https://www.usaid.gov/mali/work-with-us/careers> (<https://www.usaid.gov/mali/work-with-us/careers>) or <https://ml.usembassy.gov/embassy/jobs/> (<https://ml.usembassy.gov/embassy/jobs/>)

REF No.: 72068825R10005 (must be inserted in the subject line of the email)

GRADE LEVEL: 24,740,169 – 38,347,257 FCFA equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Mali. Final compensation will be negotiated within the listed market value.

ELIGIBLE OFFERORS: Cooperating country national (CCN) – an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

Only pre-selected candidates will be contacted.

BASIC FUNCTIONS: The Project Management Specialist-Global Health Security (GHS) (the "Specialist") leads efforts to improve and expand Global Health Security and pandemic preparedness, prevention and response in Mali. The GHS Specialist is a technical expert in the area of emerging infectious diseases in the country, with extensive experience working with national stakeholders including government, professional associations, and the private sector. The Specialist facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in multiple government agencies, USAID Missions, USAID/Washington counterparts, with other United States Government (USG) partners including the U.S. Centers for Disease Control and Prevention (CDC), U.S. Department of Defense (DOD), the Department of State, and other USG agencies, as well as other key stakeholders, including the World Health Organization (WHO), the Food and Agriculture Organization (FAO), and the World Organization for Animal Health (OIE).

The jobholder provides strategic and technical leadership in the design and implementation of USAID GHS activities. 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 will exercise programmatic oversight to manage and coordinate USAID's GHS activities in support of the Government of Mali and their GHS roadmap and to prevent, detect, and respond to existing and emerging pandemic threats. The GHS Specialist will serve as an Agreement/Contracting Officer Representative (AOR/COR) and/or Activity Manager for USAID 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 others, as appropriate.

The Specialist is a key member of the Health Office, Health GHS Team. The jobholder reports to the GHS Lead Advisor or the Health Office Director or their designee and has no formal supervisory responsibility.

MAJOR DUTIES AND RESPONSIBILITIES

100%

A. Program/Project/Activity Management

- a. Lead the design of strategies, project mechanisms and activities for improved preparedness, prevention, detection and response for GHS and emerging infectious diseases. In addition, in close coordination with other Mission offices, support the design and procurement of bilateral mechanisms to support GHS implementation in the cooperating country.
- b. Serve as an AOR/COR and/or Activity Manager for GHS programs for the Mission's GHS and pandemic preparedness activities including: reviewing and approving implementing partners' (IPs) work plans, facilitating IP relationships and coordinating with local stakeholders (other IPs, host government counterparts, other development partners/donors, etc.) 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; overseeing IP 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 USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep his/her supervisor regularly informed of program implementation progress, results, and issues/problems on a timely basis.
- c. Ensure that sub-awards and sub-contracts are given appropriate monitoring and oversight.
- d. Provide regular updates to GHS/Washington, Mission, and Health Office Leadership to maintain leadership level oversight and engagement on GHS program implementation in the cooperating country.

B. Technical Guidance and Program Planning

- a. Provide technical guidance to the Mission, the National Government, and other development partners on infectious disease preparedness, prevention, detection, and response capacities in the cooperating country, including zoonotic diseases, One Health approaches, and GHS.
- b. Provide technical guidance and direction on GHS and pandemic preparedness activities and ensure that activities are appropriately integrated with the Health Office and larger Mission activities. Support the integration of emerging disease and other activities that promote the advancement of GHS implementation in-country.

c. Lead high-level advocacy and technical dialogue with host government ministries to ensure effective USAID support to the implementation of GHS activities, including advocacy to promote a One Health approach to addressing pandemic threats.



d. Provide technical support/guidance to the host government during Joint External Evaluations; the outcomes of which will inform an effective roadmap to achieving Global Health Security Agenda (GHSA) targets.

e. Keep abreast of new developments and emerging issues that affect USAID and GHS via literature review, conference/meeting attendance, as well as participation and facilitation at workshops, and training events. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.

f. In collaboration with Monitoring, Evaluation and Learning colleagues, contribute to the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of GHS and pandemic preparedness activities.

g. Provide leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plans, Congressional Budget Justifications, Progress Reports and other ad hoc requests for information.

C. Representation and Coordination

a. Represent USG and USAID to high level USG diplomats, Senior Government Officials, and other external partners in the cooperating country as appropriate on technical matters regarding emerging infectious diseases this includes both speaking and written communications.

b. Develop and maintain relationships with ministries (Ministry of Agriculture, Ministry of Health, Ministry of Wildlife and others) to ensure that assets can be coordinated and work with stakeholder governments to address gaps in National Action plans.

c. Establish and maintain a coordination network among GHS partners in the country. Such partners include: bi-lateral donors, international organizations, national governments and their relevant ministries, private sector, international and local Non-Governmental Organizations (NGOs), etc. and use the coordination network to facilitate USAID GHS implementing partners in successful completion of work plan activities.

d. During disease outbreak situations, ensure the Mission's GHS Team, and GHS implementing partners are closely coordinated with the GHS interagency response in supporting the host government.

MINIMUM QUALIFICATIONS

a. **Education:** A Master's degree is required in public health, infectious disease, epidemiology, ecology, veterinary medicine or a related field.

b. **Prior Work Experience:** At least five (5) years of public health and/or animal health and/or related experience in developing countries including at least two (2) years of experience working with USG, international public health and/or animal health organizations, such as the WHO, FAO, and OIE is required.

c. **Language Proficiency:** Level IV (advanced professional proficiency) English and French proficiency, both oral and written, is required.

d. **Job Knowledge:** Strong technical understanding required of the nature of infectious diseases, including emerging infectious diseases threats. Strong knowledge required of the measures put in place to prevent, detect and rapidly respond to infectious disease threats. Excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset. Knowledge of USAID policies, procedures, and reporting requirements is desirable.

e. **Skills and Abilities:** The jobholder must have excellent interpersonal and teamwork skills in a diverse, multi-cultural environment involving multiple government agencies, implementing partners and other stakeholders whose productive collaboration is essential for program success. This position requires the demonstrated ability to work independently and in a team environment and to effectively communicate highly technical information related to human health, animal health, and the environment to a variety of technical and non-technical audiences. The jobholder must demonstrate the ability to understand the

strategic purpose and goals of stakeholders involved in epidemic prevention and control; ability to identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors. Jobholder should have experience with USAID approved monitoring and evaluation methodologies including frameworks, data quality assurance, analysis, reporting and best practices in data dissemination in international/resource poor settings. Jobholder must also have a high degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results. Jobholder must possess strong communication skills both verbal and written and must have good computer skills in use of Microsoft Office software (i.e. Excel, Word, Power Point) for data analysis and reporting.

Full statement of duties and qualification requirements are available on <https://www.usaid.gov/mali/work-with-us/careers> or <https://ml.usembassy.gov/embassy/jobs/>

EVALUATION AND SELECTION FACTORS:

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Prior Work Experience	30 points
Job Knowledge	30 points
Skills and Abilities	40 points

Applicants may address each of the selection factors on a separate sheet or directly in the cover letter.

For detailed minimum requirements, applicants must refer to the Full Statement of duties and the qualification requirements available on <https://www.usaid.gov/mali/work-with-us/careers> (<https://www.usaid.gov/mali/work-with-us/careers>) or <https://ml.usembassy.gov/embassy/jobs/> (<https://ml.usembassy.gov/embassy/jobs/>)

TO APPLY: All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.

Interested candidates for this position must submit the following required documents:

Eligible Offerors are required to complete, sign and submit the offer form AID 309-2 (Offeror Information for Personal Services Contracts with Individuals): <https://www.usaid.gov/forms/aid-309-2> (<https://www.usaid.gov/forms/aid-309-2>)

Resume or curriculum vitae (CV) relevant to the position for which the applicant is applying.

Cover letter of not more than two (2) pages describing how the incumbent's skills and experience fit the requirements of the subject position and meet the evaluation factors set in this solicitation.

Applicants are required to provide five (5) Professional References with complete contact information including email address and telephone number(s). References should have knowledge of the candidate's ability to perform the duties set forth in the solicitation and must not be family members or relatives.

Copy of Degrees/Diploma, or any relevant Certificates, or Recommendation Letters submitted in a simple searchable PDF file.

Applicants must provide their full mailing address with telephone numbers, email address and should retain for their records copies of all enclosures that accompany their submissions.

PAGES HUMANITAIRES (1)



Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 4.

Applicant submissions must clearly reference the Solicitation number on all documents to ensure consideration of the application package. Email subject line must be: [Solicitation number 72068825R10005] – [CANDIDATE NAME]

As this solicitation is for a “ladder” position, the offeror must identify the FSN-equivalent level at which level he/she wants to be considered. If the TEC determines that an Offeror is not qualified at the position level the Offeror identified, the Offeror will not be considered further unless the Offeror identified that they are willing to be considered at any lower level. An offeror who fails to identify any level for consideration, will be evaluated only against the full performance level.

Per PEB 24-01, “Personal Services Contractors (PSC) Practices Related to Preventing and Addressing Sexual Misconduct in the Workplace” Offerors must sign a Sexual Misconduct Self-Certification form attached with the Solicitation (See full solicitation available on <https://www.usaid.gov/mali/work-with-us/careers> (<https://www.usaid.gov/mali/work-with-us/careers>) or <https://ml.usembassy.gov/embassy/jobs/> (<https://ml.usembassy.gov/embassy/jobs/>))

SUBMITTING AN APPLICATION: Indicate the Vacancy Reference Number: 72068825R10005 in the subject line of your email. If this is not properly indicated your submission would NOT be retrieved.

Email Human Resources Management Section: bamakohrmvacancies@usaid.gov (<mailto:bamakohrmvacancies@usaid.gov>) with the above reference in the subject line.

CLOSING DATE FOR THIS POSITION IS DECEMBER 18, 2024, AT 5 P.M. BAMAKO TIME

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