



USAID/Jamaica

PEPFAR (HIV) Deputy Country Coordinator

U.S. Personal Service Contracting Position

FULL TIME (40 hours per week)

OPEN TO:	U.S. Citizens (Resident-hire only)
ISSUANCE DATE:	October 1, 2017
CLOSING DATE:	October 13, 2017 at 16:00 hrs. (Eastern Standard Time)
POSITION TITLE:	PEPFAR Deputy Country Coordinator
SALARY:	Salary Package - Range (US\$74,584 to US\$96,958.00 per annum)
PLACE OF PERFORMANCE:	Kingston, Jamaica

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens (Resident Hire only) interested in providing Personal Services Contract (USPSC) services as a PEPFAR Deputy Country Coordinator to work on a full-time basis.

A. POSITION DESCRIPTION/STATEMENT OF WORK:

I. ORGANIZATIONAL LOCATION AND BASIC FUNCTION OF THE POSITION:

The PEPFAR Deputy Country Coordinator, reporting to the PEPFAR Country Coordinator (PCC) for the Caribbean Regional Program (CRP), will support the full mandate of the PEPFAR Coordination Office. The Deputy Country Coordinator will work closely with the Coordinator to ensure full communications between and among the various U.S. government (USG) agencies involved in the President's Emergency Plan for AIDS Relief (PEPFAR) in the Caribbean as well as communicating with the Office of the U.S. Global AIDS Coordinator (OGAC), particularly the Jamaica Senior Country Advisor.

II. STATEMENT OF WORK

The HIV/AIDS Deputy Coordinator for the President's Emergency Plan for AIDS Relief (PEPFAR) in Jamaica manages critical and time-sensitive communications and work products between and among the various US government (USG) agencies involved in the PEPFAR Caribbean Regional Program. The Deputy Coordinator liaises routinely with OGAC in Washington DC. In the absence of the PEPFAR Country Coordinator (PCC), the PEPFAR Deputy Country Coordination acts as the PEPFAR Country Coordinator.

B. MAJOR DUTIES AND RESPONSIBILITIES:

- I. Working under the direction of the PEPFAR Country Coordinator (PCC), provides day-to-day coordination in implementing the USG PEPFAR. Supports the PCC as the focal point for all USG matters related to HIV and AIDS.
- II. Participates in PEPFAR CRP/Jamaica policy and technical discussions and strategic planning and negotiations with the GoJ (and other regional countries as needed), cooperating partners and the USG interagency team to implement PEPFAR investment priorities.
- III. Ensures that the PEPFAR program fits within the regulations of the individual countries/governments of the Caribbean region, and aligns with PEPFAR and international policies and recommendations.
- IV. In conjunction with the PCC, supports the development of Annual Operational Plans and reporting to Office of the Global AIDS Coordinator (OGAC), and ensures appropriate documentation of programming and results achieved by programs implemented by all partners, including Semi-Annual and Annual Progress Reports.
- V. Interfaces within the USG agencies to ensure the full and effective implementation of all PEPFAR programs and initiatives. Works with OGAC to ensure the full implementation of all PEPFAR policies and directives from Washington; and the timely submission of all PEPFAR documents including the Regional Operations Plan (ROP), the Annual Performance Review (APR) and all other required documentation and reporting.
- VI. The PEPFAR Deputy Country Coordination will be expected to remain current at all times on national, development partner, and global coordination mechanisms related to HIV/AIDS in the Caribbean, including the Global Fund Country Coordinating Mechanism.
- VII. Serves as Acting PEPFAR Country Coordinator when the PCC is out of the office.

C. SPECIFIC TASKS TO BE ACCOMPLISHED:

I. HIV/AIDS Coordination and Planning with the Caribbean Regional Interagency Collaborative Team and US Mission to Jamaica

- Manages all logistical and practical support for scheduled and ad hoc meetings of the PEPFAR Team and Interagency Technical Teams, as well as meetings with partners in Jamaica and the Caribbean region.
- Develops and manages compliance with annual calendars and work plans for production of the Regional Operational Plan (ROP).
- Provides oversight and technical guidance to the teams and personnel responsible for quality assurance and data entry for the Regional Operational Plan (ROP)
- Liaises with the PCC to manage communications with the US Embassy/Jamaica front office and public affairs section (PAS).
- Oversees any changes in structure of the PEPFAR CRP Team;
- Serves as co-convener (with the PCC) of regular meetings of PEPFAR agency leads from USAID, CDC, and HRSA for optimal coordination of programs.
- Engages in interagency processes for long-term planning related to USG planning for funding, policies and programs.
- Establishes appropriate controls to ensure the integrity (financial, operational and technical) of all HIV/Aids prevention, care and treatment programs implemented by PEPFAR.

II. HIV/AIDS Subject Matter Specialist

- Provides technical support for Strategic Information activities (SI) for HIV/AIDS prevention, care and treatment mitigation, particularly as the work relates to the production of the Annual Program Report; Semi-Annual Program Report; and Expenditure Analysis.
- Participates in Regional and USG Technical Working Groups (TWGs) as relevant (Strategic Information, Management, and Health Systems Strengthening).
- Participates in inter-agency sites visits as relevant.

III. HIV/AIDS Coordination with the Office of the Global AIDS coordinator (OGAC)

- Participates in/leads teleconferences with the CRP Senior Management Team (SMT) and OGAC Caribbean country lead.
- Serves as first point of contact for ad hoc queries from OGAC regarding status of overall planning and reporting for PEPFAR in Jamaica/CRP.
- Liaises with OGAC budget and appropriations staff and in-country participating agencies to ensure rapid and effective availability and use of funds.
- With the Country Coordinator, manages iterative participation in headquarters interagency reviews of the annual Caribbean Regional Operational Plan, semi-annual and annual performance reporting, Expenditure Analysis, and other PEPFAR-wide review processes

IV. Promote PEPFAR-Related Public Affairs and Diplomacy

- Assist the PEPFAR CRP team in planning and executing site visits and other events for visiting officials and dignitaries.
- Work with the PCC and the US Embassy Public Affairs Officer (PAO) to ensure timely and complete responses to media requests for information on PEPFAR in CRP.
- Work with the PCC to proactively identify and plan opportunities for Mission leadership (Ambassador; DCM; and CDC and USAID country directors) to highlight PEPFAR success stories.

V. Budgeting, Personnel Management and Administrative Responsibilities

- With the Country Coordinator, tracks expenditures and pipelines, reprogramming, and FACTS Info data against annual operating budgets for the Country Coordination Office.
- Provides technical and leadership support with special projects as requested.

VI. Other Duties as Assigned

D. SUPERVISION/OVERSIGHT:

General direction and supervision provided by the PEPFAR Country Coordinator or through the DCM for Jamaica. Although the incumbent will be a senior member of a very dynamic team in a fast-paced environment, he/she must be able to work independently with minimal supervision. The incumbent is accountable for the effective performance of the PEPFAR Country Coordination Office and the ability for team members to work together to prioritize actions for effective implementation.

E. EVALUATION CRITERIA

Education:

MPH, MSH, or PhD or Master's/terminal degree in health, public health, epidemiology, counselling, sociology or related field.

Experience

Minimum five years' experience in public health/development programs in developing countries with demonstrated broad technical knowledge and experience in (a) program analysis and planning, and (b) planning and management of programs in developing countries.

Minimum three years' demonstrated experience in strategic planning, program management and implementation, especially within a developing country or resource-poor context.

Skills and abilities:

- Knowledge of and experience with complex, web-based program planning and reporting databases.
- Ability to analyze and monitor complex health situations.
- High degree of judgment, maturity, ingenuity and originality to interpret strategy; to analyze, develop and present work; and to monitor and evaluate implementation of programs.
- Must have excellent interpersonal skills and be able to work constructively in diverse teams.

Language:

- Fluent English speaking, reading, and writing are required.
- Knowledge of the terms related to HIV and AIDS and health system issues related to service delivery is required.

F. PERIOD OF CONTRACT/DETAIL

One year with optional extension upon agreement of incumbent, USG Agencies and the PEPFAR Country Coordinator.

G. INSTRUCTIONS TO APPLICANTS

Qualified applicants are requested to submit a completed U.S. Government AID 302-3 (available at the USAID website, <https://www.usaid.gov/forms/aid-302-3>.) and a resume containing the following information:

- a) Personal Information: Full name, mailing and Jamaican address (with zip code), email and Jamaican address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- b) Education: high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received;
- c) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties and accomplishments, employer's name and Jamaican addresses, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
- d) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
- e) Applicants are required to provide three (3) to five (5) references with complete contact information, including email and Jamaican address and telephone numbers.

Interested applicants should send the above via email, OR international mail, OR international courier, OR Department of State official mail. To ensure that the application is considered for the intended position, please reference the title of position on your application and in the subject line of any cover letter. Applications must be received by email or separate post (NOT both), by closing date and time specified and should be submitted to applications mailbox jmjobs@usaid.gov.

H. SUBMIT APPLICATIONS:

Via E-mail:

Application forms may be emailed in PDF form to jmjobs@usaid.gov with title "PEPFAR Deputy Country Coordinator - <Your Name>" without the quotation marks and angle brackets.

Via hard copy:

**EXO USAID/Jamaica
Attention: Knetia Landells-Wiggan
142 Old Hope Road
Kingston 6**

Please note that only persons who have been shortlisted by the Selection Committee will be contacted. *NOTE: Those applicants who do not receive a response within three weeks of the closing date should assume that their application has not been successful.*

EQUAL EMPLOYMENT OPPORTUNITY:

The US Mission in Jamaica 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.