

**USAID VACANCY ANNOUNCEMENT # VN09-002**

TO: All Mission Employees

FROM: Sheila Samuels, Sup. Executive Officer

SUBJECT: Vacancy Announcement - Reproductive Health Advisor

DATE: June 25, 2009

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Reproductive Health Advisor

Pos. No. and Grade: C-811 - FSN 11

Division/Office: Office of Health

**BASIC FUNCTION OF POSITION**

As a member of the USAID/Peru Office of Health (OH) technical team, and under the supervision of the Chief of the OH, the Reproductive Health Advisor serves as the Mission's expert in Reproductive Health, Family Planning, and Maternal and Child Health, as well as quality of health care and health promotion. Together these programming areas constitute a significant portion of the OH portfolio. The Reproductive Health Advisor is responsible for advising on strategic direction in each of these areas. H/she provides technical direction and management oversight for specific activities that are implemented by USAID partners. The specific activities for which the incumbent provides oversight will be determined by the OH Chief and may vary depending on the life of the project and funding availability.

In addition the incumbent oversees surveillance and monitoring activities to ensure compliance with USAID family planning policy and legislative requirements and reproductive health rights. The incumbent is also charged with ensuring that all activities s/he manages comply with USAID policies and procedures.

The incumbent ensures coordination of OH activities with other technical activities in the Mission's portfolio (such as Democracy, Economic Growth and Environment, Education, and Alternative Development), integrating health programming with other technical areas as appropriate.

The incumbent will be an integral member of the OH Team and is expected to coordinate and collaborate with OH colleagues regularly to ensure that activities are well coordinated. The incumbent is also expected to ensure coordination between implementing partners of health projects.

**MAJOR DUTIES AND RESPONSIBILITIES**

**A. Provides technical assistance and management oversight for Office of Health programs - 70 %**

1. Manages project activities in the fields of reproductive health, family planning and maternal and child health; participates on selection committees for competitive procurement of implementing partners; provides technical assistance and management oversight to the partners in the implementation of health activities; guides implementing partners in the development of life of project and annual work plans; conducts assessments and site visits to monitor program progress, implementation of activities and implementing partners' performance, etc.
2. Provides technical advice and recommendations to the implementing partners and the Ministry of Health (MOH) as needed in order to increase program effectiveness.
3. Provides general technical expertise in reproductive health and assists with the development of required reports for internal USAID purposes (briefers, talking points, etc.).
4. Collaborates with other organizations in the health sector and/or organizations which deal with reproductive health rights.
5. Prepares reports and correspondence in response to requests for information from USAID/Washington, the Mission, Congress, or other official sources. Such reports and correspondence will include inputs into the Operational Plan (OP), Performance Plan and Report (PPR), response to congressional inquiries, briefers, talking points for the Mission Director and/or Ambassador, and like documents.

**B. Completes project administrative procedures - 20 %**

1. Prepares and completes necessary USAID project implementation documentation, including Implementation Letters (ILs) and Modified Acquisition and Assistance Request Documents (MAARDs). Submits for approval and processing to appropriate level.
2. Completes financial responsibilities related to project activities, such as providing administrative approval of vouchers, participating in Quarterly Financial Reviews (QFRs) and other financial administration activities, as needed, to ensure that the fiscal needs are met in a timely manner.
3. Responds to official correspondence related to project activities for the Ministry of Health (MOH) and other organizations as needed.

**C. Provides advice on health policy issues - 10 %**

1. Serves as USAID/Peru representative in meetings with technical-level peers in the health sector, including other donor and lender organizations. Ensures that efforts are not duplicative and provides guidance in developing overall sector-wide approaches in health reform.

2. Represents USAID at health conferences/meetings and functions. Presents papers and briefings, as required.

**DESIRED QUALIFICATIONS:**

**Education:** Master in Public Health (MPH) required. Doctoral degree or MD preferred. Specialization in reproductive health care, epidemiology, and/or behavior change communications highly desirable.

**Prior Work Experience:** At least ten (10) years of experience related to health planning and implementation in family planning and related reproductive health areas. At least ten (10) years of experience working with senior-level public and private sector personnel. Experience in coordinating multiple and complex components of high-profile development projects. Demonstrated skills in management, planning, public-private sector coordination, strategic leadership, and negotiation.

**Post Entry Training:** Training in USAID program management and documentation regulations and procedures, including but not limited to financial management, macro and micro economics, procurement and orientation on ongoing and planned USAID/Peru and USAID/Washington financed projects, programs and activities

**Language Proficiency:** Level IV (fluent) English language ability is required. The incumbent must have excellent written and verbal communication skills in both English and Spanish.

**Knowledge:** Advanced (state-of-the-art) technical and scientific knowledge and understanding of issues in health in development, reproductive health, family planning, management, and related research required. Thorough understanding of current programs, goals and strategies of Peruvian Institutions and civil society organizations and the Government of Peru in health in development, reproductive health and family planning.

**Abilities and Skills:**

- Excellent interpersonal and communication skills, in order to develop and maintain collaborative working relationships with all Mission personnel, implementing partners, grantees, GOP officials, other international donors and related bodies, key persons in the private sector, heads of other non-governmental organizations, other U.S. Government officials and diverse members of civil society.

- Ability to communicate with individuals on project management issues orally and in writing is essential.
- Ability to exercise tact, initiative and diplomacy in dealing with all levels of personnel within the USAID/Peru Mission, GOP Ministries, other U.S. Government agencies, and private organizations.
- Ability to work calmly, tactfully, and effectively under pressure and demonstrate flexibility to manage more than one activity at a time in the performance of daily actions.
- Skills and ability to bring diverse partners together and to facilitate the flow of communication to achieve shared and/or common goals/objectives.
- High level of proficiency in the use of word processing, spreadsheet, presentation, and database software and other computer programs (i.e. the Internet, Word, PowerPoint, Excel, etc.), including the ability to create and edit charts, tables, graphs and presentations with minimal assistance.
- Accuracy and efficiency in preparing and writing reports in a professional and competent manner with minimal editorial changes required prior to distribution.
- Ability to comfortably make written and oral presentations of technical matters in a professional manner in varied settings and to stakeholders at all levels.
- Ability to operate effectively in a team environment and to work efficiently on an independent basis.
- Ability to travel to priority regions, particularly those at high altitudes.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

***To apply for this position, interested candidates should submit the following or the application will not be considered:***

1. ***For applicants within the Mission: Please submit a Memorandum of Application, a resumé and Form OF-612.***
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**All completed applications must be returned to USAID/Peru Human Resources Office by 4:00 p.m. Friday, July 10, 2009. Applications received after the closing date will not be accepted.**

Prepared by:  
EXO/HR