

Systems Strengthening and Capacity Development Advisor

Grade 11

Salary N\$291,721 p.a. (starting salary)

Application process:

Namibian Candidates Preferred.

Interested applicants should submit their curriculum vitae together with certified copies of relevant documents to: The Human Resources Specialist, USAID/Namibia, 39 Post Street Mall, 6th Floor Channel Life Building, Windhoek, or mail to: The Human Resources Specialist, United States Agency for International Development, Private Bag 12028, Ausspannplatz, Windhoek, **no later than 12:00 am on Friday, October 24, 2008.**

Email applications (scanned certified copies of relevant documents must be attached) will be accepted. Please send all documents to namibiajobapps@usaid.gov. **No faxed applications will be accepted.**

Applications submitted will not be returned. Only short listed candidates will be contacted. For more information, please contact Ms. Olga Mujahere at (264) 61-273-729.

Detailed Position Description:

The Systems Strengthening and Capacity Development (SSCD) Advisor serves as the primary technical advisor of USAID/Namibia's SSCD portfolio under the guidance and supervision of the Deputy Director of the HIV/AIDS program. The incumbent will administer USAID/Namibia's SSCD program involving the President's Emergency Plan for AIDS Relief (PEPFAR) as well as Child Survival and Health (CSH) resources. The incumbent will provide high level programmatic assistance and support for the entire USAID/Namibia SSCD portfolio totaling more than \$10 million/year. S/he will be the primary resource person for the SSCD program and will be responsible for coordinating the flow of SSCD information across USG agencies working in Namibia. The advisor will support the management and technical direction of USG/Namibia's activities, promote stronger collaboration with the Ministry of Health, Ministry of Health and GRN counterparts working on health systems review and strengthening, and engage appropriate Ministry and development partner counterparts to support human resource development and planning, task shifting, organizational capacity development, and longer term institutional strengthening to sustain an HIV/AIDS and TB response to the dual epidemic and the OVC crisis.

The incumbent works directly under the supervision of the Deputy Director of the HIV/AIDS Program and assists in identifying, designing, managing, monitoring, evaluating, and reporting on Mission-funded health and HIV/AIDS activities involving SSCD. The incumbent keeps the HIV/AIDS Office and Mission management, as

appropriate, appraised of technical issues, actions and results related to the implementation of SSCD programs. He/she raises awareness of challenges faced by SS-CD implementing partners, ensures participation of USG partners in the Health Systems taskforce of the MOHSS, and identifies opportunities to support the Ministry of Health to remove key operational issues in the implementation of SSCD programs. S/he also participates actively in global forums such as the President's Emergency Plan for AIDS Relief (Emergency Plan) Human Capacity Development (HCD) working group to keep abreast of best practices in SSCD for HIV/AIDS and TB prevention, care, and treatment.

S/he will support the Deputy Director in overall program management and leadership, including strategic planning and budgeting, developing implementing mechanisms, identifying appropriate implementing partners. In that capacity, s/he will provide advice on achievement of related results. The incumbent is responsible for developing a thorough knowledge of current developments in health and the impact of HIV and AIDS on SSCD, and for establishing and maintaining close working relationships with representatives of public, private and not-for-profit organizations working on TB-HIV issues in Namibia. While carrying on duties, s/he will interact as needed with officials from USAID, US Embassy, Centers for Disease Control and Prevention (CDC), Peace Corps, and other USG Agencies, Namibian Government Officials at the National and Regional levels, and other Donors and NGOs. The incumbent will also serve as Cognizant Technical Officer and Activity Manager for international and local SSCD partners working in Namibia. The SSCD Specialist will also represent USAID at public functions, government and donor meetings, and on the interagency PEPFAR task force.

14. MAJOR DUTIES AND RESPONSIBILITIES

A. Manage USAID/Namibia's current Systems Strengthening and Capacity Development Program. (40% Level of Effort-LOE)

- Serve as the Cognizant Technical Officer (CTO) or activity manager of selected systems strengthening and capacity development projects, namely – Pact, Health Systems 20/20, and Southern Africa Human Capacity Development (SAHCD) Regional Coalition.
- Provide technical support to the CTO of the Capacity/IntraHealth project on the Human Resource Planning and information system strengthening efforts.
- Develop and monitor the implementation of HIV-related systems strengthening and capacity development activities initiated in the USAID/Namibia program. This includes critical planning to ensure that the program remains appropriate to Namibia and reflects the needs of Namibians.
- Oversee the management of the systems strengthening and capacity development programs and implementing partners, including ensuring that quarterly activity reports are timely submitted to the mission, and identifying the necessity for realignment or course correction of program activities; exercising oversight on how program budgets are being allocated and spent and ensuring that quarterly financial reports are timely submitted to mission.
- Work with designated members of USAID teams/offices to support multi-sectoral programming and technical accuracy, in particular as it relates to human capacity

development and organizational capacity development projects developed to achieve PEPFAR and other Presidential Initiative goals and objectives.

- Prepares technical and program assistance documentation, such as Modified Acquisition and Assistance Request Documents (MAARDs) and Program Statements for acquisition and assistance actions, including new agreements, amendments, and incremental funding; drafts statements of work and illustrative budgets; and, prepares quarterly accrual estimates and tracks funds for activities implemented by partner organizations related to assigned area of responsibility.
- Maintains responsibility for financial management of assigned activities, which includes ensuring that obligations, expenditures, and budget pipelines conform to work plans; ensures appropriate and timely incremental funding of activities.

B. Provide Technical Assistance in HIV-Related Systems Strengthening and Capacity Development (40% LOE)

- Provides technical and programmatic leadership on human capacity development and organizational capacity development to the Government of Namibia, USG PEPFAR Team, USAID/Namibia, and HIV/AIDS implementing partner organizations.
- Coordinate and adapt lessons learned for organizational capacity development programs/projects/activities to further strengthen and expand interventions to achieve PEPFAR and GRN goals.
- Participate in the Interagency Technical Team (ITT) and Technical Advisory Committee (TAC) for systems strengthening.
- Work with the USG Management Task Force and USG activity managers to move programs and activities into more sustainable partnerships.
- Support the analysis of the quantifications and forecasts predicted to meet national HIV/AIDS prevention, care, and service delivery targets, determine current funding sources, and support recommendations for strategies for longer-term financing of the national program.
- Support human resource planning and assessment efforts to lead, implement, monitor and evaluate national HIV/AIDS programs that include a description of the gap between currently available human resources and how to meet that gap.
- Support the analysis of the scope and magnitude of the organizational/institutional capacity development and systems strengthening needs to ensure that the national program can expand and continue.
- Participate in the GRN's efforts to mobilize a high-level working group that focuses on sustainability. Support the USG in its efforts to develop a plan of action that addresses financing of future ARV drugs, building in-county human workforce capacity to support HIV/AIDS, TB and OVC service delivery, strengthening the capacity of relevant line ministries and independent NGO/CBO/private sector partners to perform key HIV/AIDS support functions. ,.

C. Communications, Program Development, and Reporting Responsibilities (20% LOE)

- Establishes and maintains contact with senior members of the Office of the Global AIDS Coordinator (OGAC) and its Technical Working Groups, USAID Washington Office of HIV/AIDS and Africa Bureau, host country government counterparts, local and international organizations, and other USG Agencies involved implementing the PEPFAR program in Namibia.
- Conduct regular site visits to review program implementation and meet with beneficiaries. Based on the information collected during field visits, communicate findings and recommendations to the HIV/AIDS Team, implementing partner and, as appropriate, GRN counterparts.
- Maintain detailed and updated project management files for each activity.
- Keeps currently informed on political, social and economic developments in Namibia and the region including lessons learned from HIV/AIDS systems strengthening and capacity development efforts in other African countries and the southern Africa region in particular.
- Provides strategic technical advice for, and prepares portions of, key PEPFAR planning and budget documents, such as the Country Operational Plan (COP), semi-annual and annual progress reports, and Congressional Notifications; and, participates in the Inter-agency Working Group for the PEPFAR Program in Namibia.
- Coordinates with other development partners who are funding systems strengthening and capacity development efforts in the country (i.e. WHO; GFATM); works to ensure USG efforts complement rather than duplicate; meets with groups of development partners as well as individually to discuss and develop strategy on matters of common and mutual interest.
- Seeks opportunities to explore new Mission-supported options such as the development of public/private partnerships.
- Prepares correspondence and cables related to implementation, management, and evaluation of systems strengthening and capacity building HIV/AIDS activities.

15. QUALIFICATIONS

a. Education:

Must possess a master's degree in public health (MPH or equivalent), social sciences or other health care, health systems strengthening/development related field is required. Must have 5 years of relevant professional experience in program design and management, with a focus on systems strengthening and capacity development, especially experience working within HIV/AIDS settings in a development host country context.

b. Prior Work Experience:

The successful candidate must be a recognized professional with a proven track record in international health specializing in organizational and human capacity development, especially within HIV/AIDS settings. Incumbent must have at least seven to ten years of progressively responsible experience in program design, implementation, management and evaluation. Research experience is desirable. Five of these years must be in international work. Experience in Namibia is desired. General knowledge of African health conditions and systems is desired. The candidate must have experience developing, promoting and overseeing high-visibility programs and addressing political sensitivities under potentially difficult local conditions.

c. Post Entry Training:

Courses in Project Implementation, Project Design, Monitoring and Evaluation and Health Systems Strengthening (or equivalent) are highly desirable.

d. Language Proficiency:

Level IV English is required for both oral and written English

e. Knowledge:

(1) Must demonstrate a sound knowledge of the main technical and substantive issues related to SSCD (2) Candidate must have program/project development and public health expertise, especially if SSCD programming and management knowledge within sub-Saharan Africa. (3) Candidate should demonstrate good understanding of African social, cultural and political context. (5) Candidate should demonstrate familiarity with PEPFAR programs, policies, and regulations.

f. Abilities and Skills:

Must be self-motivated and possess strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners; be able to communicate effectively both in speech and writing with a broad range of individuals and organizations, including high level officials of the GRN and the private sector; must have the ability to conceptualize, manage and evaluate activities;

16. POSITION ELEMENTS

a. Supervision Received:

The Deputy Director of the HIV/AIDS Program is the immediate supervisor. Assignments are defined primarily by overall objectives to be achieved and suggested approaches to consider. Performance is evaluated primarily in terms of results achieved and compliance with policy.

b. Available Guidelines:

The Office of the Global AIDS Coordinator HCD Guidance, U.S.G Namibia 5-Year Global HIV/AIDS Strategy; Global Pillar, Office of HIV/AIDS Expanded Response documentation and guidance, the ADS; Project Officers' Guide Book, Evaluation Handbook; the Federal Acquisitions Regulations Handbook; and Mission Orders.

c. Exercise of Judgment:

A high degree of independent judgment is required for the interpretation and application of all applicable guidelines, and for situational assessment, decision making, planning, monitoring and evaluating design and program activities, reporting and other assignments.

d. Authority to Make Commitments:

Because the position is procured through a personal services contract, the incumbent cannot make financial commitments on behalf of the U.S. Government. The incumbent will exercise authority over the planning, implementation and management of project activities. All major written communications to parties outside the Mission involving policy are cleared by the supervisor and/or submitted as appropriate to the Mission Director for clearance.

e. Nature, Level and Purpose of Contacts:

Frequent contacts within the Mission, with high-level officials of the Ministry of Health and Social Services and other line ministries as appropriate, international donors, NGOs, CDC, USAID cooperating agencies, contractors and implementing partners to provide assistance and technical guidance, to obtain information on plans and opinions and to solicit cooperation.

f. Supervision Exercised:

This is a supervisory position. The SS/CD Advisor serves as first-line supervisor for one Program Assistant (jointly supervised by the SS/CD Advisor and the Prevention Advisor). There are no other positions indirectly supervised by the Advisor through subordinate supervisors. The SS/CB Advisor has full authority as a line supervisor, responsible for resolving problems, discipline, performance evaluation, identifying training needs and career development opportunities.

g. Time Required Performing Full Range of Duties:

Twelve months.