USAID | HONDURAS
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**Vacancy Announcement USAID FN No. 09-001**

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| **Position Title:** | **Project Management Specialist** |
| **Full Level of Performance:** | **FSN PSC - 11** |
| **Area of Consideration:** | **All interested candidates who have the required work and/or residency permits** |
| **Location of Position:** | **Health, Population and Nutrition Office (HPN)<br>Tegucigalpa - Honduras** |
| **Closing Date:** | **February 12, 2009** |
| **Hours of Work:** | **Monday through Friday (40 hours per week)** |

## BASIC FUNCTION:

The incumbent will help plan, budget, coordinate, decentralize, and monitor the implementation of all of USAID/Honduras' non-AIDS health activities with the Ministry of Health (MoH). These include, but are not necessarily limited to, activities related to maternal and child health, family planning, and a variety of health-systems improvement activities, with a major emphasis on the integration of program components and the decentralization of health-service management and delivery.

## MAJOR DUTIES AND RESPONSIBILITIES:

| | % of Time |
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| 1. Provide technical and budgetary input for the periodic formulation and revision of USAID's health strategy with the MoH. In collaboration with USAID contractors and grantees, assist the MoH to draft their work plans to be consistent with USAID strategy and objectives and are in accordance with available funds. | 20% |
| 2. Provide technical and budgetary input for USAID's allocation of annual budgets among USAID contractors and grantees, and guide the formulation of work plans by the contractors/grantees in support of MoH work plan implementation. | 10% |
| 3. Monitor the implementation of the MoH's work plans to ensure that activities are implemented and budgets are expended as planned; that activities are achieving intended, measurable results; that lessons learned are incorporated into future activities; and that successful interventions are institutionalized, centrally and locally. | 30% |
| 4. Monitor the work of USAID contractors and grantees in support of the MoH's work plan, ensuring their focus on USAID's strategic priorities and their effective coordination with each other, with central and departmental officials of the MoH, and with municipal governments. | 20% |
| 5. Coordinate activities with other USAID activities (health and non-health) as appropriate, including Title II food security activities and decentralization activities funded by the Municipal Development and Democratic Initiatives Office (MDDIO). | 10% |
| 6. Participate in the preparation and presentation of the internal bi-annual program results review of the Population, Health and Nutrition Division (PHN), and in the Mission's annual review of the PHN portfolio for reporting to USAID/W via the FACTS system. | 10% |
| 7. Other duties as assigned. | |

**MINIMUM REQUIRED QUALIFICATIONS (Applicants must fill all requirements)**

**EDUCATION:** Master's degree in public health or related field is required. If the candidate does not have a Master degree, an additional 5 years work experience may be substituted. A Medical Doctor degree is desired.

**EXPERIENCE:** At least five years of progressively responsible professional experience implementing public health programs is required, preferably related to maternal and child health and family planning with international agencies and the Ministry of Honduras (MoH). Experience decentralized MoH activities is highly desirable.

**LANGUAGE:** Level IV (fluent) Spanish proficiency and a level III (good working knowledge) English proficiency is required.

**KNOWLEDGE:** Solid knowledge of the concepts, principles, techniques, and practices related to the technical content and management of maternal and child health and family planning programs, in clinical and community settings, especially in the Honduran context. Familiarity with the requirements for the design and effective management of decentralized health systems and good knowledge of decentralization issues in Honduras. Good familiarity with the workings of the MOH system, centrally and departmentally.

**SKILLS AND ABILITIES:** Must be analytical, well organized, and highly oriented towards achieving results. Basic knowledge of statistics and data analysis/interpretation. Highly developed interpersonal and collaboration skills. High degree of initiative and creativity. Must be articulate and effective in face-to-face communications and able to manage contacts noted below.

**Additional selection criteria:** The selected applicant will have to satisfy the requirements of a preemployment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the minimum required qualifications.

Qualified applicants should submit their Application for Employment (OF-612) *or* résumé to USAID/Honduras **no later than Thursday February 12, 2009.** Applications can be sent by mail to: **USAID/Honduras EXO/PER, P.O. Box 3453;** by e-mail to: lalmendarez@usaid.gov; or by fax to: 236-7776, **Att.: Ligia Almendarez**. Please ensure the application makes reference to the Position Title mentioned in this announcement. The Application Form (OF-612) and additional information can be found in the following websites: http://www.usaid.gov/hn/employment.htm or http://honduras.usembassy.gov/vacancies.html.

**Mike de la Rosa**
Executive Officer