



I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** V011 -2021
- 2. ISSUANCE DATE:** March 8, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 26, 2021 by **4:00 p.m.**
- 4. POSITION TITLE:** Project Management Specialist (Strategic Information/Monitoring, Evaluation & Learning) - FSN-11

MARKET VALUE: JMD\$ 5,930,057 – JMD\$ 8,895,077 equivalent to **FSN - 11**, in accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value.
- 5. PERIOD OF PERFORMANCE:** Contract of 3 years, renewable pending approval and need for the position and the availability of funds.
- 6. PLACE OF PERFORMANCE:** **Kingston/Jamaica**
- 7. SECURITY LEVEL REQUIRED:** Non-sensitive, Local Security Certification or Public Trust
- 8. STATEMENT OF DUTIES**

General Statement of Purpose of the Contract

USAID/Jamaica is seeking eligible and qualified applicants for the position of Project Management Specialist (Strategic Information/Monitoring, Evaluation & Learning). The USAID Project Management Specialist (SI/MEL) is located in the Office of Environment and Health (OEH) and plays a lead role in the development of effective PEPFAR strategic information and monitoring, evaluation, and learning systems in support of the full range of Contracting/Agreement Officer's Representative (C/AOR) managing Mission PEPFAR programs/projects/activities.

The Senior Specialist applies evaluation research to the monitoring of program/project/activity implementation in order to document results, and to translate SI and MEL and other data into meaningful policy and program improvements. The Senior Specialist serves as a subject matter expert and key contributor to strengthening the capacity of information systems, providing senior-level technical guidance to OEH leaders, the broader USAID Mission, implementing partners (IPs) involved in PEPFAR program monitoring and evaluation, and within the host government. The Senior Specialist serves as a C/AOR or Activity Manager, responsible for providing technical and programmatic guidance to assigned activities.

The role of the position includes building internal USAID systems for data management and engaging with partners to influence programming based on data analysis.

1. ***Statement of Duties to be Performed***

Interested persons are encouraged to view the full copy of the PD, which may be accessed from: [Position Description](#) before applying.

2. ***Supervisory Relationship***

The USAID Project Management Specialist (Strategic Information / Monitoring, Evaluation, and Learning [SI/MEL]) works under the very general supervision of the Health Team Lead, and the closer but general supervision of the Office of Environment & Health Director. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Senior Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

3. ***Supervisory Controls:*** Continuing supervision of other Division and Office staff is not anticipated. The Senior Specialist may be assigned as a group/Team Leader but will not serve as a full supervisor. The Senior Specialist is expected to serve as mentor to C/AORs, Assistant-level staff, and others in SI and MEL systems and processes, and to provide other work guidance as assigned.

9. **AREA OF CONSIDERATION: (*Who May Apply*)**

All interested candidates (Non-Jamaican applicants much possess legal residence within the country and a work permit).

Only shortlisted applicants will be contacted.

10. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

11. **POINT OF CONTACT:** Knetia Landells-Wiggan

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a) Education: Completion of a US-style University Master's Degree in a field related to social science, statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline, or the local equivalent, is required.
- b) Experience: Five years of progressively responsible job-related professional-level experience in monitoring, evaluation, and learning (MEL) and other surveillance systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is required. At least two years of this experience in a development-

oriented workplace, or a related field, for USAID, other donor agencies, host-country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is required.

- c) **Post Entry Training:** Familiarization training in USAID- and PEPFAR-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, will be provided. Successful completion of formal C/AOR training is necessary for proper job performance and will be provided. Training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications may be provided as they become available, subject to availability of funds.
- d) **Language Proficiency:** Level IV (fluent proficiency) in English, and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.
- e) **Job Knowledge:** The Senior Specialist must have in depth, professional-level knowledge of development approaches and methods for performance analysis, data visualization, and program design, monitoring and evaluation. The Senior Specialist must have excellent knowledge of MEL systems, public health programming, and international donor operations in the sector. The Senior Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. The Senior Specialist must have working knowledge of USG legislation, policy, and practice relating to monitoring, evaluation, and learning, and of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.
- f) **Skills and Abilities:** The Senior Specialist must have the ability to plan, organize and execute complex SI/MEL activities, including the ability to provide technical leadership and apply this ability to programming in the host country and the region. The Senior Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to individuals with nontechnical background. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability in excel, SPSS, STATA, R and/or other analytical databases.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated based on stated requirements. The selection process will be done in two stages (1) a Proficiency Test and (2) an interview.

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form

[Universal Application for Employment \(UAE\) \(Form DS-174\)](#)

Required Documents: Please provide the required documentation listed below with your application:

- Current Resume
 - Qualification(s)
 - Three (3) references
2. 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 11**.
 3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
 - a. Via E-mail: Application forms may be emailed in PDF form to jmjobs@usaid.gov using the subject “**Application V011-2021: <Your Name>**”.

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
Benefits are paid to Locally Employed Staff as outlined in the Local Compensation Plan
2. **ALLOWANCES (as applicable):**
Allowances are paid to Locally Employed Staff as outlined in the Local Compensation Plan.

VI. TAXES

Employees are responsible to make payments for all relevant taxes.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>

3. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

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.

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