We are currently accepting applications for the following position:

Open to All Interested Candidates:

Applicants must address each required qualification listed in the vacancy announcement with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Vacancy Announcement No. / Position Title
USAID 2017/01/Project Management Specialist (HIV Clinical Specialist)
USAID 2017/02/Acquisition and Assistance Specialist
U.S. Agency for International Development  
Regional Development Mission for Asia  
(USAID/RDMA)

Vacancy Announcement Number: USAID 2017/01

OPEN TO: All Interested Candidates

POSITION: Project Management Specialist (HIV Clinical Specialist)

OPENING DATE: April 21, 2017

CLOSING DATE: May 18, 2017

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-11 ฿1,262,783 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Management Specialist (HIV Clinical Specialist) to Office of Public Health in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Project Management Specialist (HIV Clinical Specialist) supports the President’s Emergency Plan for AIDS Relief (PEPFAR) initiative in program planning, management, monitoring and evaluation. The main functions of the position are: 1) to provide expert clinical and technical advice to partners, stakeholders, and bilateral missions on strategies to adopt and promote use of the range of interventions proven to prevent HIV transmission and care for those infected or affected by HIV; 2) to train, advise, and assist the Office of Public Health staff throughout the annual program design, implementation, reporting and evaluation cycles; and, 3) to review and provide quality assurance in all PEPFAR program documents and supported activities.

MAJOR RESPONSIBILITIES:

A. Strategic, Technical, and Thought Leadership (50%)

1. Provides analyses, expert advice, updates on developments, and recommendations to Senior Mission Management and other staff regarding the formulation of Mission
strategy for assistance on HIV and AIDS programs and on the management and implementation of related activities in the Mission’s portfolio; identifies short- and long-range achievable, sustainable strategies and participate, as required, in the development of Mission strategic plans, monitoring strategies, results analyses, resource requests, and other strategic planning and reporting documentation;

2. Stays abreast of latest technologies and innovations that can be applied to prevent new HIV and AIDS infections, such as use of pre-exposure prophylaxis (PrEP) and innovations using experimental designs that will produce significant breakthroughs in the prevention-to-care continuum, including private-sector models leading to impact in containing the HIV epidemic in Asia; follows best or promising practices from other countries that may be applicable to Asia as well as proven approaches in Asia that could benefit other countries;

3. Stays abreast of strategies, programs, and interventions planned and implemented by Asian authorities and partners, private-sector entities, the GFATM, other international organizations, other U.S. Government agencies, and development partners to capitalize on opportunities to influence policies and practices, partner for greater synergy, and optimize undertakings and their potential for results;

4. Provides expert clinical and technical advice, as well as strategic direction for HIV and AIDS prevention on behalf of USAID/RDMA in policy dialogue and planning undertaken in collaboration with Asian authorities and partners, private-sector entities, international organizations, other U.S. Government agencies, and development partners; uses negotiating and influencing skills as a trusted thought leader to champion appropriate approaches and interventions to bring sustainable change; applies market-based partnerships, methods, processes, guidelines, or best practices to achieve and build on success; represents USAID/RDMA with active participation at meetings, seminars, and conferences on HIV and AIDS;

5. Actively engages with the private sector, seeking opportunities for market-based partnerships and solutions, as well as local or global development alliances to achieve the Mission Regional Development Cooperation Strategy for Asia (RDCS) goals and greater potential for sustainability; serves as a private-sector champion, as directed, and coordinate with other private-sector champions, as appropriate; links as necessary with the Center for Accelerating Innovation and Impact in Washington and the Mission Science, Technology, Innovations, and Partnerships team for advice and understanding of best practices and lessons learned;

6. Establishes and maintains relationships with senior and mid-level government officials across Asia, as well as private-sector leaders and representatives, primarily to design, implement, and monitor programs that support efforts to reduce the transmission of HIV and AIDS to achieve PEPFAR goals; works with governments and private-sector officials to interpret and explain U.S. Government policies and practices; demonstrates credibility, resourcefulness, and the highest level of diplomacy, tact, and communication skills in helping others to understand the importance and value added of U.S. Government involvement and approaches;

7. Leads coordination efforts between USAID’s HIV and AIDS prevention interventions and implementing partners and other U.S. Government health, HIV and AIDS, tuberculosis, and health systems strengthening partners, as well as with concerned parties within Asian and development partner institutions, to mainstream prevention efforts;
represents USAID and proactively participates in coordination of activities and issues with local governments, the private sector, other donor agencies, appropriate local public-sector and non-governmental entities, the GFATM, and others; represents USAID with multi-lateral donor coordination organizations and in defining the donor technical, policy, and program agenda with government counterparts;

8. Ensures that HIV and AIDS prevention activities are integrated, when appropriate, into broader USAID-supported development activities (especially education, agriculture, clean energy, and environment) and coordinate these activities with the ministries of health, other government bodies, other stakeholders, and private-sector organizations to avoid duplication of effort and/or programming gaps; and,

9. Determines the additional analyses, assessments, or reviews required primarily for sound HIV and AIDS prevention strategies and activities, and to build a learning agenda that is a broad ranging, integrated approach to collaborating, learning, and adapting in order to improve or adjust programs in the portfolio; designs and oversees the implementation of such analyses or assessments; and, participates in, coordinate, or manage USAID inputs into assessments conducted in conjunction with other U.S. Government agencies (e.g., the U.S. Center for Disease Control and Prevention), international organizations, other donors, or other stakeholders.

B. Management and Technical Oversight of Implementing Partner Organizations  (25%)

1. Serves as Contracting / Agreement Officer’s Representative or activity manager for selected USAID- and PEPFAR-supported contracts and cooperative agreements and ensure all necessary documentation and USAID processes are followed;

2. Ensures the timely review and approval of PEPFAR partner implementation plans, partner annual work plans, and budgets; monitors activities to ensure compliance with approved work plans and budgets;

3. Provides management and technical guidance to implementing partners who carry out activities within the RDMA’s PEPFAR portfolio;

4. Ensures monitoring and reporting systems are in place to assess progress in HIV diagnostic and treatment assistance toward achieving Mission and PEPFAR goals; provides technical input in the development of Performance Monitoring Plans for both specific projects and activities and for the portfolio as a whole; develops a learning agenda for HIV prevention and treatment activities with a rigorous monitoring system that gauges progress and provides for course correction or other adjustments;

5. Oversees and coordinates the visits of PEPFAR headquarters staff, short-term advisors, evaluators, auditors and other in-country visitors associated with assigned PEPFAR activities; prepares diplomatic notes and other clearance documents as required; and,

6. Ensures that documentation of PEPFAR activities is prepared and submitted in a timely fashion, with adequate time for the RDMA and other U.S. Government agencies to review and clear.

C. Strategic Planning and Budgeting for Program Activities  (15%)

1. Provides technical and program management advice and coordinates USAID’s involvement in preparation of RDMA planning and budget documents with a particular
focus on development of operational plans, semi-annual and annual progress reports, and various documents required;
2. Performs budget formulation duties involved in the process of preparing detailed analyses and estimates of annual funding needs;
3. Coordinates with relevant staff in the development and oversight of automated systems for tracking the principal budgetary processes including Operating Year Budget levels, allowances, obligations, Congressional Notifications, earmarks and directives, and mortgages and modifies those systems throughout the year to track budgetary information; and
4. Coordinates with other donor agencies and international organizations such as UNAIDS, GFATM, the World Bank, World Health Organization, etc. on implementation and policy issues.

D. Interagency Coordination and Administrative Management (10%)

1. Organizes and participates substantively in inter-agency strategic planning and meetings for purposes of discussing and developing strategies for furthering the programs;
2. Prepares and occasionally presents briefings for Congressional and Executive delegations, and other high-level visitors; participate in making arrangements for visits and serve as spokesperson as required. Serves as control officer for some site visits for agency and inter-agency senior-level officials such as facilitate site visits for RDMA staff and delegations from PEPFAR, Congress, White House, State Department and other agencies; and prepare orientation materials and assist with visa coordination and applications; and
3. Prepares correspondence and cables related to implementation, management and evaluation of assigned health program activities.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

(1) Education: Master Degree or host country equivalent degree in medicine, nursing, public health, epidemiology, behavioral or relevant study in Science or Social Science is required.

(2) Experience (30 points): At least five (5) years’ experience in working on health care delivery or clinical research in an international or resource challenged setting and in providing clinical care to HIV and AIDS patients is required.

(3) Language: Level IV, strong written and oral proficiency in English and Thai is required.
(4) Knowledge (35 points):
- A comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues, particularly HIV and AIDS, and the strategies most effective for implementing these interventions is required.
- In-depth knowledge of both the clinical and epidemiological aspects of HIV and AIDS in order to optimize investments in HIV and AIDS prevention is required.
- Either medical knowledge to understand the many clinical aspects of these life-threatening diseases, or advanced public health training and significant specific disease-related experience is required.
- Understanding of the transmission and pathogenesis of the diseases; how to detect and provide treatment; and how to promote community control and individual prevention of HIV is required.
- Practical knowledge of health services and the international, national, and local infectious diseases response is required. Knowledge of and familiarity with international HIV treatment initiatives is required.

(5) Skills and Abilities (35 points):
- Must have high level of analytical skills. Work requires continual attention to detail with the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Excellent project management and organization skills, good time management and the ability to meet deadlines are required.
- Strong people skills and ability to interact, communicate, establish and maintain effective work relationship with stakeholder at all levels (internal and external) are required.
- Capable of effectively presenting technical information to top management, clients, public groups and/or senior government officers, particularly non-health audience are required.
- Ability to stay abreast of the latest information on current HIV clinical best practice and keep others informed are required.
- Proficient in the use of computers and Microsoft Office applications is required.
- Self-motivation and strong work ethics are required.
- Physical fitness and able to obtain a fit to travel clearance and able to travel frequently within/outside the region to support USAID projects is required.

SELECTION PROCESS

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for
nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru RDMAreruitment@usaid.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 18, 2017
Vacancy Announcement Number: USAID 2017/2

OPEN TO: All Interested Candidates

POSITION: Acquisition and Assistance Specialists (Up to three positions)

OPENING DATE: May 5, 2017

CLOSING DATE: May 25, 2017

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-10 ₱906,746 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual(s) for the position of Acquisition and Assistance Specialists to the Regional Office of Procurement (ROP) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Acquisition and Acquisition (A&A) Specialist positions are located in the Regional Office of Procurement (ROP), at the United States Agency for International Development (USAID) Regional Development Mission for Asia (RDMA). The incumbents provide professional level A&A expertise to RDMA and client Missions. The incumbents work on a variety of medium to complex A&A functions, from the program planning stage, procuring, and managing until to the complete close out of the program. The incumbents also represent ROP and serve as a core member of Development Objective (DO) Team(s) and various technical and operational working groups assigned to the individuals. As ROP representative to these teams and working groups, the incumbent advises the teams on intricate and sensitive A&A operations, policies, rules and regulations to ensure the Agency’s best development outcomes. Further, the incumbent will represent the ROP in different venues and occasions in communicating the U.S. Government (USG) interests by actively engaging with different stakeholders such as participating in implementing partners’ conference, industrial day conference, and meeting with host government officials as part of USAID delegation working with USAID counterparts. The activities that he/she would support are implemented through medium to complex USG contracting and grant
mechanisms (A&A mechanism), requiring the incumbent to become familiar with a full range of USAID’s A&A terminology, instruments, and approaches and therefore the work requires multiple skills involving a practical knowledge of A&A procedures, operations, regulations, and mission programs in order to adequately advance the USG interests. The A&A Specialist reports directly to the ROP Director or his/her designee.

MAJOR RESPONSIBILITIES:

A. Contract and Grant Administration (50%)

1) Responsible for administration of all contracts and grants awards within the assigned portfolio. Reviews and evaluates A&A requests and correspondence for necessary action, drafts appropriate response for Contracting Officer (CO)/Agreement Officer (AO) signature. This includes incremental funding and other modifications for medium to complex A&A instruments and a wide range of approval letters, waivers, changes, disputes, work stoppages and other post-award actions. Collaborates and works closely with Office of Financial Management (OFM) and local Implementing Partners (IPs) each year to ensure Regional Contract Audit (RCA) is conducted in a timely fashion per the Automated Directives System (ADS) requirement. This includes reviewing audit Statement of Work (SOW) and Audit finding report, as well as preparing the action plans in response to audit findings, the Mission management decision and audit closure memorandum to Office of Inspector General (OIG). Communicates with IPs related to subcontracting plans, inventory reports, quarterly financial reports, property reports, extension needs, funding needs and ensures new requirements/ clauses are incorporated in each award. Understands and continuously stays abreast of Global Acquisition and Assistance System (GLAAS) updates and is fully competent in the day-to-day use of GLAAS. Provides back-up A&A support to technical and/or support offices in the absence of Senior A&A Specialists.

2) Complies with approved filing guidelines and procedures, files awards documentation (from pre-solicitation through close-out) in the Agency Secure Image and Storage Tracking System (ASIST) and paper-based format, as applicable.

3) Reviews contractors’ performance narrative assessment submitted by Contracting Officer’s Representative (CORs) and provides feedback before it is uploaded in the Contractor Performance Assessment Reporting System (CPARS). This includes providing instruction to CORs in the use of the system and ensuring that reports are prepared and completed on a timely basis. Conducts COR/AOR official files review for compliance with required site visit reports, performance reports, monitoring and evaluation requirements and provides records keeping guidance, as necessary.

4) Prior to the completion date of the A&A awards, the incumbent coordinates with the Contracting Officer’s Representative (CORs)/Agreement Officer’s Representative (AORs) and the A&A/Closeout Specialist, as applicable, the required steps to commence the award closeout process in accordance with Federal and USAID standards. This includes guidance and support on all policies and procedures affecting award closeout practices, the appropriate next steps including analysis of alternatives,
adaptation/modification of procedures, or resolution of incomplete/conflicting technical or contractor/recipient data. Serves as the back-up support on awards’ closeout matters in the absence of the A&A/Closeout Specialist. Ensures that the A&A awards are closed out properly and in a timely fashion.

2. **Contract and Grant Negotiation** (35%)
   1) Prepares and publicizes pre-solicitations documents and clearances, including determinations, justifications, synopses, and solicitations, such as Requests for Information (RFI), Requests for Proposal (RFP), Notifications of Funding Opportunity (NOFO) and their amendments and recommends changes to specifications/terms as required. Ensures that business opportunities are publicized in accordance with Federal and Agency procedures (Agency Business Forecast, FedBizopps, Grants.gov, Mission website). Advises on the adequacy of evaluation criteria, proposed contracting mechanisms, the extent of advertising required, and any other required terms and conditions. Prepares and submits required documentation to the Contract Review Board (CRB), Acquisition and Assistance Review Approval Document (AARAD) as applicable. In coordination with technical office, the incumbent evaluates and analyzes bids and proposals, ensuring compliance with evaluation criteria. Assists in the development of pre-negotiation costs or programmatic objectives, in conjunction with the CO/O or his/her designee, technical personnel, and others. Prepares documentation required for technical and cost evaluations, such as instructions to Source Selection Committee (SSC), contractors’ past performance information, evaluation sheets, cost realism analysis, and ensures integrity and full compliance of the procurement process. Organizes SSC kick-off meetings, including obtaining required documentation/certification from SSC members and participates in technical evaluations as non-voting member as appropriate.
   2) Negotiates award terms and conditions, conducts detailed cost and price analysis of the proposals/applications received to determine responsiveness and reasonableness. Prepares a variety of award documents such as contracts, grants, and cooperative agreements and reviews final awards and all required supporting documentation for conformity with Federal and Agency A&A regulations and policies, i.e., ensuring that all applicable clauses and provisions are incorporated. Reviews the required resources and prepare information to support CO/O responsibility determinations of the prospective awardees. All documents presented for CO/O’s signature will require only a cursory review by the CO/O and must be fully compliant with applicable regulations; the incumbent will consult with Senior A&A Specialist as required. Initiates pre-award survey requests, as applicable, and collaborates with Office of Financial Management (OFM) representatives during the pre-award process. Resolves procurement issues raised during procurement process in consultation with the CO and Senior A&A Specialists as required. Ensures that the entire award package is processed and generated in GLAAS. Uploads all documentation associated with all assigned procurement actions starting from the solicitation until the issuance of the award in to ASIST. Supports the designated COR/AOR in the preparation and logistics for post-award conferences.

3. **Acquisition and Assistance Plan Formulation** (15%)
   1) Periodically reviews and researches Federal and Agency policy, such as, the Federal Acquisition Regulations (FAR), USAID Acquisition Regulation (AIDAR), Agency Automated Directives Systems (ADS), A&A Policy Directives (AAPDs), Code of Federal Regulations (CFR), and any other regulations/policies, as appropriate in order to provide advice on the appropriate authorities for the planned A&A actions. Works
collaboratively with the ROP Director and ROP staff in implementing USAID A&A initiatives at the Mission and developing special A&A reports and projects associated with ROP operations. Researches USAID contracting/assistance policies, regulations and practices in order to provide advice on the appropriate authorities.

2) Collaborates with Development Objective/Strategic Objective (DO/SO) teams and Activity Managers (AMs) during activity design and A&A procurement planning stage to provide recommendations to facilitate the process and advice on the advantages/disadvantages and appropriate use of various A&A implementing mechanisms to best achieve the expected development objectives and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. Reviews A&A procurement plans to ensure procurement schedules are in accordance with Agency established lead times. Provides advice and recommendations to DO/SO Teams on development of SOWs and Funding Opportunity Descriptions (FODs) and reviews SOWs/FODs for completeness. Ensures full harmonization among activities’ requirements, instructions to offerors/applicants and evaluation/merit review criteria. Advises DO/SO Teams and AMs on authorities and coordinate with OAA/Washington for clearance and approval of Justification and Approvals (J&As), Justifications to Restrict Eligibility (JRE), Waivers and other documents, as appropriate. Whenever possible, resolves common contracting/assistance issues with DO/SO teams and AMs, while referring those more complex to the CO/AO for his/her action.

3) Reviews requests for A&A actions ensuring pre-solicitation and pre-obligation GLAAS requests are in full compliance with Agency and Mission rules and policies; reviews final documentation to ensure required clearances, as applicable, are obtained prior to submitting final documents to the contractor/recipient and CO/AO for their signatures.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

(1) **Education**: A Bachelor degree is required in the field of business administration, economics, law, international relations or related field.

(2) **Language**: Level IV (fluent) speaking/reading and writing English and Thai are required. (TOEIC score of 855 or above)

(3) **Experience (20 points)**: A minimum of three years of progressively responsible experience in procurement, Acquisition and Assistance (A&A), and/or business related field is required.

(4) **Knowledge (30 points)**:
   - Good working knowledge and understanding of general procurement procedures is required.
   - Knowledge of market cost control, establishment of indirect costs and other
administrative fees and profit is required
  ● Good knowledge of international as well as local and regional business practices and market pricing is required.

(5) Skills and Abilities (50 points):
  ● Excellent communication and negotiation skills to demonstrate tactful and diplomatic communication with individuals within the mission as well as IPs are required.
  ● Financial analytical skill to review cost estimates, budgets and perform cost/price analysis of business proposals and other procurement related documents is required.
  ● Strong interpersonal skill and ability to work in a diverse team environment are required.
  ● Strong organizational skill to manage several tasks simultaneously is required.
  ● Must have demonstrated strong computer skills in specialized software, including the Microsoft Office Suite, word processing, and spreadsheets and have demonstrated ability to use the office software and learn the use of new programs related to the job.
  ● Must be able to maintain strict confidentiality and high ethical standards.

SELECTION PROCESS

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be structured around the selection criteria above and will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/ carefully and submit complete application package thru RDMAreruitment@usaid.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 25, 2017