

Associate Analyst / Sustainability Analyst - TEMP

Job ID: 2011-6535

Location: US-MD-Bethesda

Posted Date: 12/29/2011

Category: International Health

Division/Department: Health Policy and Systems

More information about this job:

Organization Overview:

The International Health Division is committed to the improvement of health and healthcare delivery around the world. Serving both the public and private sectors, our efforts include health policy research and evaluation, health promotion and disease prevention, health finance, and health systems management. Our impact is felt in policies that ensure healthcare access for women, children, and individuals with special needs, in strengthening health infrastructures, and HIV/AIDS solutions.

Minimum Qualifications:

BA/BS with 1 - 2 years of experience OR the equivalent combination of education and experience.

Job Responsibilities:

Temporary position slated to extend for a period of six months.

Health Systems 20/20 is a USAID-funded global project that provides technical assistance in health systems strengthening around the world. The analyst will provide technical support as well as finance and administrative support to selected technical activities being conducted for USAID/Washington and USAID mission clients.

Responsibilities:

This position will coordinate the development of work plans, budgets, and scopes of work for trips, short-term technical assistance, subcontracts, and country programs. Organize team planning meetings. Maintain paper and electronic files of project. Draft documentation of assigned project activities and results through project summaries and other types of written reports such as quarterly reports and annual reports.

Specific activities that this position will contribute to:

- Participate in the sustainability analysis of health programs including providing administrative and logistical support to the HIV/AIDS Program Sustainability Analysis Tool (HAPSAT) activities.
- Support Global Fund-related activities, including the development of evaluation guidelines for Health Systems Strengthening (HSS) Programs.
- Assist with other activities as needed.

Skills Prerequisites:

- Demonstrated quantitative and analytical skills.
- Knowledge of evaluation of health programs, particularly of HIV/AIDS, tuberculosis and/or diabetes.
- Experience in research methods, including in advanced statistics.
- Ability to transform complex ideas into practical guidelines
- Experience in stakeholder engagement and capacity-building.
- Strong communication, writing, and organizational skills.
- Team player.
- Ability to multi-task, work independently, and meet deadlines.
- Ability to travel domestically and internationally (as needed).