



**USAID**  
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**ANNOUNCEMENT NUMBER: 39-13**

**OPEN TO:** All Interested Candidates / All Sources

**POSITION:** Development Assistance Specialist-Strategic Information/PEPFAR;  
USAID/PEPFAR/PSC; FSN-12

**OPENING DATE:** OCTOBER 22, 2013

**CLOSING DATE:** NOVEMBER 12, 2013

**WORK HOURS:** Full-time, 40 hours / week

**SALARY:** Position Grade: FSN-12

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

***USAID Locally Engaged Staff (LE Staff) Personal Services Contract positions are open to all residents of Cote d'Ivoire including US Citizens and third country nationals.***

***Anyone hired under an LE Staff Personal Services Contract position will be paid in accordance with the Local Compensation Plan (LCP). US Minimum Wage applies for US citizens hired to these positions. If the LCP wage is below US Minimum Wage, US citizens will be paid US Minimum Wage.***

***All applications will be considered on a competitive basis. Veteran's preference and EFM status are not applicable to these positions. US Citizens and Permanent Residents of the US are subject to US Federal and State taxes and local taxes if applicable. It is the responsibility of the incumbent to ensure they are meeting the requirements of their individual situations.***

The U.S. Embassy/USAID in Abidjan is seeking an individual for the position of **Development Assistance Specialist-Strategic Information/PEPFAR** for USAID/PEPFAR Côte d'Ivoire Field Office.

**Important: All Applications and Resumes Must be in English**

**BASIC FUNCTION OF POSITION**

The USAID Development Assistance Specialist (Strategic Information/PEPFAR) serves as the SI Branch Chief, providing scientific and technical SI support to the overall mission of the PEPFAR Senior Management Team, the PEPFAR SI Branch, the USAID PEPFAR team, and USG partners. The Specialist functions as a focal point for SI strategy, science, and coordination for the development of SI service provision in support of PEPFAR, and in collaboration with USG efforts in HIV/AIDS prevention, surveillance, treatment, care, and other health systems strengthening programs.

***A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.***

**Important Notice:**

**When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.**

**E.g.: VA No. 39-13; Development Assistance Specialist-Strategic Information/PEPFAR; USAID/PEFAR/PSC**

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (10%):** Completion of a medical degree (MD) or a PhD in biomedical informatics, epidemiology, biostatistics, or a closely related field is required.
2. **Prior Work Experience (20%):** A minimum of seven (7) years of progressively responsible, professional-level experience as a subject matter expert (SME) in a field related to medical strategic information (surveillance, epidemiology, informatics, bio-statistics) is required. The experience must have provided the opportunity for project design, program planning, and/or implementation; work in or experience with development-related work in international/resource poor settings; and, working with other USG agencies, host governments, other international donors, IPs, and/or NGOs.
3. **Language proficiency (20%):** Level IV (fluency) speaking/reading/writing in both French and English is required. **Language proficiency will be tested.**
4. **Job Knowledge (25%):** In-depth professional-level knowledge of USG and PEPFAR development principles, concepts, and practices, especially as they relate to the assignment and to public health and PEPFAR and other target health programs in Côte d'Ivoire, is required. The Specialist must have a knowledge and understanding of the economic, political, social, and cultural characteristics of Côte d'Ivoire; and, the economic development problems, resources, resource constraints, and development prospects and priorities of Côte d'Ivoire. The Specialist must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different branches in the GoCdl, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans. The Specialist must have an in-depth knowledge of institutions, policy directions, objectives, and priorities of the GoCdl as they relate to USG and USAID and Global Fund (GFATM) activities in the sector, etc.
5. **Skills and Abilities (25%):** The ability to plan, organize, manage, and evaluate USG and USAID PEPFAR and other target health and HIV/AIDS activities is required. Verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior and middle-level officials in the GoCdl, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication skills are also used to explain and interpret GoCdl attitudes, priorities, and concerns to USAID officials, and to negotiate

program/project/activity plans and resolve program/project/activity implementation issues with appropriate Host-Country organizations, technical advisors, IPs, counterparts, and peers. Writing skills are required to prepare regular and ad hoc reports, program documentation, and briefing papers. Analytical ability is required in order to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor program performance, and the development of periodic work plans. Skill in program/project/activity programming, policies, and plans, and in developing strategies for implementation, is desired. The Specialist must have the ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters. Good computer skills are required to manage activity goals and achievements, both technical and financial.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

### **TO APPLY**

**Interested individuals should submit cover letter and curriculum vitae both in English with details of three referees to:**

The Human Resources Office  
Attention: Recruitment Section  
American Embassy, Abidjan  
01 B.P. 1712 Abidjan 01  
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: [AbidjanHR@state.gov](mailto:AbidjanHR@state.gov)

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **POINT OF CONTACT**

The Human Resources Office  
Telephone: 22-49-40-00  
Fax: (225) 22-49-41-02

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**CLOSING DATE FOR THIS POSITION: NOVEMBER 12, 2013**

The U.S. Mission in Abidjan 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.