



## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 11/119**

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

**POSITION:** HIV Care, Support and Treatment Program Officer  
FSN11/FP-04

**OPENING DATE:** November 1, 2011

**CLOSING DATE:** November 25, 2011

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

**SALARY:** P344,535 p.a. (Starting salary)

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

The Centers for Disease Control (CDC/BOTUSA) in Gaborone is seeking an individual for the position of HIV Care, Support and Treatment Program Officer.

### **BASIC FUNCTION OF POSITION**

Serves as a key public health advisor to the Team Leader and CDC Associate Director for Global Aids Program (GAP); responsible for day-to-day program and administrative management, and coordination and collaboration with other President's Emergency Plan for Aids Relief (PEPFAR) agencies to ensure that project implementation addresses program strategic objectives and internationally recognized public health standards and best practices; requires public health technical leadership, results-oriented analysis, advocacy, and constant and clear communication with implementing partners, non-governmental organizations (NGOs), and the Botswana Ministry of Health (MOH); serves as the primary CDC contact for implementing partners for all issues related to CDC-supported care, support and treatment program activities; serves as the Activity Manager for care, support and treatment components of multiple CDC-supported cooperative agreements in Botswana; serves as a primary contributor to the planning, development, and review of the care, support and treatment components of the annual Country Operational Plan (COP) for Botswana; monitors and evaluates the progress of projects, identifying technical, personnel, logistical, and financial problems and makes or recommends revisions as necessary to overcome obstacles and constraints to progress. The incumbent represents CDC Botswana on HIV care, support and treatment issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies; identifies training needs

and participates in the development and implementation of training courses for partner organizations.

1. A copy of the complete position description listing all duties and responsibilities is available in our internet site [http://botswana.usembassy.gov/job\\_opportunities.html](http://botswana.usembassy.gov/job_opportunities.html)

### **QUALIFICATIONS REQUIRED**

- A medical degree and completion of an internship designed to allow for registration as a licensed medical practitioner in Botswana is required
- Three years work experience in public health, hospital or clinic based practice with experience in planning, developing, implementing and evaluating HIV programs is required, **and at least a minimum of one year management/supervisory experience.**
- Level IV English is required (fluent both written and spoken).
- Comprehensive knowledge and experience in HIV/AIDS care, support and treatment is required. Thorough public health knowledge of current HIV/AIDS issues is required. Comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required
- Must be familiar with computer software programs including word processing, spreadsheets and databases.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (U.S. EFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **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.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinary Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application. **Failure to do so will result in an incomplete application.**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. If an applicant is submitting a resume or curriculum vitae, s/he **must provide the following information equal to what is found on the UAE.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

**SUBMIT APPLICATION TO:**

Human Resources Assistant  
American Embassy  
P.O. Box 90  
Gaborone (or hand deliver)  
Or email: [HROGaborone@state.gov](mailto:HROGaborone@state.gov)

**POINT OF CONTACT**

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**CLOSING DATE FOR THIS POSITION: November 25, 2011**

The US Mission in Gaborone 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.