

ANNOUNCEMENT NUMBER: 12-030

- OPEN TO:** All Interested Candidates
- POSITION:** Public Health Specialist - Monitoring and Evaluation Advisor
(Center for Disease Control) FSN-11; FP-4*
- OPENING DATE:** 1 June, 2012
- CLOSING DATE:** 15 June, 2012
- WORK HOURS:** Full-time; 40 hours/week
- SALARY:** *Not-Ordinarily Resident: USD 61,759 p.a. (Starting salary)
(Position Grade: FP-4 to be confirmed by Washington)
- *Ordinarily Resident: USD 67,082 p.a. (Starting salary)
(Position Grade: FSN-11)

LENGTH OF HIRE: Permanent Position

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

The U.S. Embassy in Luanda is seeking an individual for the position of Public Health Specialist Monitoring and Evaluation (M&E) Advisor at the Center for Disease Control (CDC) offices in Luanda.

BASIC FUNCTION OF POSITION

The basic function of the position consists of measuring the national and international burden of HIV/AIDS which is essential for developing effective prevention and care interventions. Collecting and analyzing high-quality data in under-resourced settings is a critical challenge. Vital registration, routine census, and HIV/AIDS case reporting are virtually unknown in most developing nations. To initiate and improve HIV/AIDS surveillance systems, PEPFAR is supporting countries' efforts to:

- Build capacity of national staff to develop and implement high-quality HIV/AIDS disease surveillance systems;
- Conduct HIV/AIDS surveillance and surveys;
- Assess HIV/AIDS data and surveillance system quality;
- Analyze data and disseminate surveillance results

For a complete copy of the position description listing all duties and responsibilities, please contact the Human Resources office at HROLuanda @state.gov

QUALIFICATIONS REQUIRED

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

1. **REQUIRED EDUCATION:** Completion of a doctoral level degree in Public Health, Epidemiology, Infectious Diseases, Demography or related medical science field is required.
2. **REQUIRED WORK EXPERIENCE:**
Five or more years of progressively responsible program, project or administrative assistance experience, preferably with a USG agency program. At least four years of this experience must be in the field of monitoring and evaluation of public health programs, including. experience in providing M&E training and/or mentorship or other capacity building activities at an individual and group level.

The incumbent should have detailed knowledge of M&E methods and analysis as well as familiarity with various data collection tools and programs. The individual should be familiar with project management and project goals and objectives and their relationship to the budgets. Knowledge or experience with scientific ethics and human subjects research is required

3. **REQUIRED LANGUAGES:**
Level III fluency in speaking/reading/writing English;
Level IV (fluency in speaking/reading/writing) Portuguese required
(will be tested)
4. **REQUIRED JOB KNOWLEDGE:**
Strong knowledge of theoretical and practical concepts of monitoring and evaluation and working knowledge of, epidemiology methods required. Thorough knowledge of the theory, principles, policies, implementation, and evaluation of USG supported infectious disease programs. Broad perspective and thorough knowledge of the principles of public health programs and practice including knowledge of organizational and operational concepts and practices applied by public, private, or non-profit agencies and organizations engaged in health related endeavors. Knowledge of monitoring and evaluation activities in developing countries, and knowledge of disease reporting systems.

Ability to readily analyze, understand and discuss new M&E program design, management, and implementation approaches. Skills necessary to write clear and concise documents, reports, program and policy guidelines, directives, articles for peer review; skill and ability to orally present programmatic matters clearly to an audience. Strong degree of judgment, maturity, ingenuity and originality to interpret strategy, to analyze and identify priority actions, to coordinate varied schedules and sources of information and to generate and complete work plans within short time frames.

Demonstrated ability to identify priority actions, generate and complete work plans within short time frames.

Strong interpersonal communication and negotiation skills

5. **REQUIRED TECHNICAL KNOWLEDGE:**

Advanced skills in the use of Microsoft Office Suite software: Word, Excel, Outlook, PowerPoint; skills in at least one other of the more common epidemiologic data analysis software programs (EPIINFO, STATA, SAS, or SPSS). (will be tested)

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed 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.
5. The candidate must go through background investigations.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174; or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Administrative Officer
American Embassy Luanda
Attention: Samuel Kawawe
Av Presidente Houari Boumediene, No. 32, Luanda
Or email to: HROLuanda @state.gov

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222641161
FAX: 222641232

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US

Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: 15 JUNE 2012

The US Mission in Angola 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.

Maureen Yates
Human Resources Officer