

**ANNOUNCEMENT NUMBER: 13-02**

**OPEN TO:** All Interested Candidates

**POSITION:** PEPFAR Coordinator Assistant, FSN 07, FP 07

**OPENING DATE:** February 05, 2013

**CLOSING DATE:** February 19, 2013

**WORK HOURS:** Part-time: 30 hours per week

**SALARY:** \*Not-Ordinarily Resident (NOR): US\$34, 324.00 p.a. full time, \$17, 162. part time (16.44 an hour) (Position Grade: FP 07 to be confirmed by Washington)

\*Ordinarily Resident: B\$30, 742.00 p.a. (Starting Salary) 40 hour work week (Position Grade: FSN 07)

The U.S. Embassy in Nassau, The Bahamas is seeking an individual for the position of President's Emergency Plan for Aids Relief (PEPFAR) Coordinator Assistant in the Political Economic Section.

**BASIC FUNCTION OF POSITION**

Incumbent directly supports the USAID/PEPFAR Regional Coordinator in program management of activities under the PEPFAR Partnership Framework and Partnership Framework Implementation Plan. In connection with the overall program management and strategy administration, the incumbent reports to the USAID PEPFAR Regional Coordinator and the U.S. Embassy Political Economic Chief and advises him/her on macro-level programmatic and budgetary issues. In this role, the Program Officer provides program coordination and communication to the USG HIV/AIDS Team concerning PEPFAR activities and program deliverables and communicates weekly with the U.S. Embassy Nassau staff and the PEPFAR partners working in The Bahamas, CDC, USAID, HRSA, State, and the PEPFAR Coordinator, Caribbean Region.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact Rachel Poitier at 242-322-1181 x 4293.

**QUALIFICATIONS REQUIRED**

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

1. University degree in liberal arts, communication, management, health services or the social sciences is required.

2. At least three years of experience working in an office setting and coordinating activities with several partners, familiarity with all aspects of program coordination and communication is required.
3. English level IV, (Excellent command of spoken and written English) is required.
4. Ability to develop and maintain effective high-level and management-level contacts with senior officers and professionals in governmental, non-governmental and private-sector organizations; strong interpersonal and team-building skills, including the ability to work effectively within a team and interagency environments; ability to multitask and coordinate with several partners as needed; ability to present information and recommendations in clear written and oral formats; strong networking, facilitation, coordination and communication skills.
5. Computer skills, inclusive of Microsoft Office (2007/2010) programs, are required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) 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 U.S. 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 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.
6. The candidate must be able to obtain and hold a **Non-sensitive** clearance.