



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 15-012**

DATE: March 4, 2015

OPEN TO: All Interested Candidates

POSITION: Public Health Specialist (HIV), CDC, FSN-11; FP-04

OPENING DATE: March 4, 2015

CLOSING DATE: March 18, 2015

WORK HOURS: Full time: 40 hours/week

SALARY

- * Ordinarily Resident :
(Position Grade: FSN-11/1) (BDS\$127,247.00) p.a.; (Starting Salary)

- *Not-Ordinarily Resident:
(Position Grade: FP-04/1 (US\$54,069.00) p.a., (Starting Salary)

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

The U.S. Embassy in Bridgetown is seeking an individual for the position of Public Health Specialist (HIV) in the US Centers for Disease Control and Prevention (CDC).

BASIC FUNCTION OF POSITION:

Under the direction of the CDC Regional Office (CRO) Director, the incumbent provides direct technical assistance and support to Health and Human Services (HHS/CDC) HIV Prevention Program activities throughout the eleven countries which comprise the CDC Caribbean Region. The incumbent works closely with U.S. Government (USG) colleagues, the Ministry of Health (MOH), and relevant partners to ensure technically competent and effective coordination of HHS/CDC support for the implementation of national health systems strategies and HIV/AIDS programs and related activities in the region. The incumbent represents CDC Caribbean Regional Office in the assigned region and serves as international expert in the design, development, implementation, and evaluation of public health prevention program. The incumbent will provide technical assistance in strategic information, laboratory systems, social and behavioral science, program development and implementation, program monitoring and evaluation strategies, and research methodology.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available attached to this Vacancy Announcement.

QUALIFICATIONS REQUIRED

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

1. Master's degree is required in one of the following disciplines: Public Health; Epidemiology; Behavioral Sciences or related discipline is required.
2. Minimum of three (3) years' experience in the management of HIV/AIDS, STD, TB or other disease prevention programs at the local, state or international levels that entail responsibility for the development, implementation and evaluation of prevention and or/ public health program activities is required. The incumbent should also have experience in use of measurement methods required for M&E of international populations and health programs, including quantitative and qualitative research.
3. Level IV (fluent English), reading, writing and speaking ability is required.
4. Knowledge and understanding of the principles of organizational management is required. Knowledge of HIV/AIDS, STD and TB programs and evaluation strategies and techniques is required. Additionally, the incumbent must possess knowledge of the application of program management and the translation of evaluation data as it pertains to the improvement of program operations, guidelines, and policies. Incumbent should be familiar with the health care systems within the Caribbean Region.
5. Skill in providing leadership, direction, and technical expertise in the development, implementation, management, and evaluation of public health programs. This includes the development of program activities, evaluation designs, reliable and valid instruments, methods for data collection, and analysis and reports. Ability to lead project activities and workgroups, and to develop effective working relationships with national and international working partners. The incumbent will exercise considerable ingenuity in applying CDC and PEPFAR guidelines to unique and different settings; as the work is highly complex and can be threatening to stakeholders. The incumbent will also be expected to exercise considerable innovation during his/her attempts to influence other collaborative organizations engaged in HIV/AIDS programs to adopt appropriate strategies for their program activities. Incumbent should possess at least intermediate computer skills with experience/training for word processing, power point, analytical programs and spreadsheet management.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) 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. 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 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 Secret security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

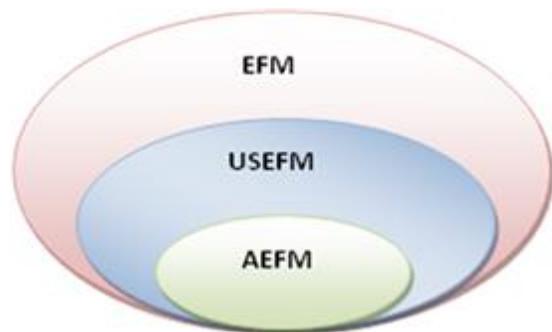
BridgetownHR@state.gov

CLOSING DATE FOR THIS POSITION: March 18, 2015

The US Mission in Bridgetown 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.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and

those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), *Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

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.

Failure to do so will result in an incomplete application.

- 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. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Drafted: MHunte, HR

Cleared: JHines, CDC

LFenton, RHRO

Approved: RHamilton, MC



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST S.Embassy Bridgetown		2. AGENCY CDC		3a. POSITION NO.
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____ <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action				
		Position Title and Series Code		Date (mm-dd-yyyy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office CDC		Program Specialist, HIV		FSN-11
6. Post Title Position (If different from official title) Public Health Program Specialist			7. Name of Employee	
8. Office/Section			a. First Subdivision Department of Health and Human Services (HHS)	
b. Second Subdivision U.S. Centers for Disease Control and Prevention			c. Third Subdivision Division of Global HIV/AIDS	
9. This is a complete and accurate description of the duties and responsibilities of my position.			10. This is a complete and accurate description of the duties and responsibilities of this position.	
_____ Typed Name and Signature of Employee			_____ Typed Name and Signature of Supervisor	
Date (mm-dd-yyyy)			Date (mm-dd-yyyy)	
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.			12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.	
_____ Typed Name and Signature of Section Chief or Agency Head			_____ Typed Name and Signature of Admin or Human Resources Officer	
Date (mm-dd-yyyy)			Date (mm-dd-yyyy)	
13. Basic Function Of Position The incumbent, under the direction of the CDC Regional Office (CRO) Director, provides direct technical assistance and support to HHS/CDC HIV prevention program activities throughout the eleven countries which comprise the CDC Caribbean Region. The incumbent work closely with U.S. Government (USG) colleagues, the Ministry of Health (MOH), and relevant partners to ensure technically competent and effective coordination of HHS/CDC support for the implementation of national health systems strategies and HIV/AIDS programs and related activities in the region. The incumbent represents CDC Caribbean Regional Office in the assigned region and serves as international expert in the design, development, implementation, and evaluation of public health prevention program. The incumbent will provide technical assistance in strategic information, laboratory systems, social and behavioral science, program development and implementation, program monitoring and evaluation strategies, and research methodology.				

Technical Support**(30%)**

Provides direct technical support to CDC CRO, other USG, and MOH staff in designing, developing, implementing and evaluating a broad range of HIV/AIDS programs and services supported by HHS/CDC to prevent HIV transmission and reduce HIV infection rates. This includes support to develop and implement epidemiological capacity and disease surveillance systems to characterize and monitor HIV/AIDS and related communicable disease; strengthening HIV testing and counseling (HTC) activities, Prevention with Positive (PwP) programs and other evidence-based prevention interventions; and improving institutional capacity to monitor and evaluate the process, outcome, and impact of HIV/AIDS and related public health programs and systems; and strengthen laboratory systems and capacity.

Program Mangement**(30%)**

Manages administrative, programmatic and technical aspects of HHS/CDC funded program activities carried out by implementing partners in coordination with CDC CRO and advises and coordinates with Embassy and other USG regional staff and partners. Ensures and develops specific program goals and objectives in collaboration with funded partners. Provides guidance and advises implementing partners about USG rules, regulations, and procedures including guidance to MOHs on PEPFAR indicator reporting. Incumbent works with senior level staff to assure that such objectives are achieved and/or appropriate remedial activities are instituted. As necessary, the incumbent coordinates the design and implementation of practical training for various target audiences (e.g., Centers of Excellence, MOH key staff, NGOs) in support of capacity development of public health systems and program implementation. Incumbent is required to travel at least 20% of the year.

Monitoring and Evaluation**(20%)**

Aids in the development and implementation of evaluation strategies and, in consultation and collaboration with CDC CRO and funded partners, monitors ongoing HIV/AIDS program activities. Provides program oversight using program evaluation methodologies and indicators to monitor CDC CRO funded programs. Ensures the collection, analysis, presentation of verifiable data, based on standard indicators, epidemiology, surveillance, and other strategic information. Contributes to the the overall direction and quality control for the monitoring, collection, analysis and interpretation of program outcomes and results. Provides technical support to CDC CRO and the local government staff and national, regional and international partners in designing, implementing and evaluation of a broad range of public health program activities to improve organizational capacity to monitor and evaluate HIV/AIDS and other public health activities. The incumbent develops the appropriate systems and process to monitor indicators, goals and objectives for HIV/AIDS activities and interprets collected data and related information and assists MOH and other funded partners to build program monitoring capacity.

Leadership and Representation**(20%)**

Represents CDC CRO with senior level MOH and Embassy representatives and regional and international partners in the full range of HIV/AIDS programs. Communicates and coordinates regional policies and program strategies. The incumbent ensures and coordinates collaboration with relevant organizations engaged in HIV/AIDS program and public health systems strengthening activities in the country of assignment and the Caribbean Region to assist the adoption of complementary and supportive strategies for their activities. In coordination with the CDC CRO Country Director and lead technical staff, works to support achievement of USG health systems strategies such as the PEPFAR Partnership Framework and the Global Fund to Fight AIDS, Tuberculosis and Malaria. Prepares regular and frequent oral and written reports to CDC CRO, and the Embassy, MOH and relevant partners.

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15. Qualification Required For Effective Performance

a. Education

A Master's degree in one of the following disciplines: Public Health; Epidemiology; Behavioral Sciences or related discipline.

b. Prior Work Experience

The incumbent should have at least three years experience in the management of HIV/AIDS, STD, TB or other disease prevention programs at the local, state or international levels that entail responsibility for the development, implementation and evaluation of prevention and or/ public health program activities. The incumbent should also have experience in use of measurement methods required for M&E of international populations and health programs, including quantitative and qualitative research.

c. Post Entry Training

The incumbent should have professional training and knowledge in HIV/AIDS programs and monitoring and evaluation. Incumbent should possess basic computer skills with experience/training for word processing and spreadsheets.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read)

Level IV English (fluency in both written and oral) is required

e. Job Knowledge

Knowledge and understanding of the principles of organizational management. Knowledge of HIV/AIDS, STD and TB programs and evaluation strategies and techniques. Additionally, the incumbent should possess knowledge of the application of program management and the translation of evaluation data as it pertains to the improvement of program operations, guidelines, and policies. Incumbent should be familiar with the health care systems within the Caribbean Region.

f. Skills and Abilities

Skill in providing leadership, direction, and technical expertise in the development, implementation, management, and evaluation of public health programs. This includes the development of program activities, evaluation designs, reliable and valid instruments, methods for data collection, and analysis and reports. Ability to lead project activities and workgroups, and to develop effective working relationships with national and international working partners. The incumbent will exercise considerable ingenuity in applying CDC and PEPFAR guidelines to unique and different settings; as the work is highly complex and can be threatening to stakeholders. The incumbent will also be expected to exercise considerable innovation during his/her attempts to influence other collaborative organizations engaged in HIV/AIDS programs to adopt appropriate strategies for their program activities. Incumbent should possess at least intermediate computer skills with experience/training for word processing, power point, analytical programs and spreadsheet management.

16. Position Element

a. Supervision Received

Assignment of tasks, direction, and review of activities and progress will be provided by the HIV Prevention Team Lead, CDC CRO. However, as an expert in the field of HIV/AIDS, the incumbent will be expected to function with minimal supervision. Completion of tasks and assignments will be reviewed regularly through required written reports and oral progress reports

b. Supervision Exercised

With direction from the HIV Prevention Team Lead, the incumbent will provide guidance to contractors and team members of technical assistance consultancies to MOH staff. Additionally, he/she will contribute to planning for staff working on CDC funded public health programs to meet mission, PEPFAR and agency goals.

c. Available Guidelines:

CDC CRO and US Embassy Bridgetown rules, regulations, and policies issued both in writing and orally. Frequently the incumbent will apply these guidelines independently as circumstances may dictate.

d. Exercise of Judgment

Incumbent will be expected to make judgments on the quality and effectiveness of HIV/AIDS and other CDC programs and to develop strategies for eliciting cooperation and commitment on prevention and programmatic activities from the other USG and Embassy, MOH, NGOs, and senior level staff of other agencies that are involved in providing HIV/AIDS and other public health related services and activities.

e. Authority to Make Commitments

The position does not have the authority to make contractual commitments on behalf of the USG, but will provide (non-contractual) routine public health program support and direction in coordination with the HIV Prevention Team Lead to include CDC CRO leadership.

f. Nature, Level, and Purpose of Contacts

Contacts are with US Embassy staff and senior program managers in the MOHs within the Caribbean Region, NGOs, and other program collaborators. The purpose of these contacts is to stimulate and support HIV/AIDS and related public health programs, develop collaborations, provide consultations and build programmatic capacity.

g. Time Expected to Reach Full Performance Level

The incumbent should have at least one year to adequately perform the full range of duties expected of the position. However, ideally he/she should be able to assume the full duties of the position after a brief orientation and introduction to PEPFAR, CDC and MOH staff, and policies and procedures.