



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11/031

OPEN TO: All Interested Candidates/All Sources

POSITION: Gender and Youth Program Specialist,
FSN11/FP-04

OPENING DATE: March 6, 2011

CLOSING DATE: March 21, 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 Botswana STATE/USAID PEPFAR Team in Gaborone is seeking an individual for the position of Gender and Youth Program Specialist:

BASIC FUNCTION OF POSITION

Gender and Youth Program Specialist will fill an important role in strategic planning, implementation and monitoring across all HIV/AIDS program areas; responsible for providing project and policy support for President's Emergency Plan for AIDS Relief (PEPFAR) gender- and youth-related activities; provide the PEPFAR team with programmatic and management expertise for HIV/AIDS activities that respond to gender- and youth-specific needs, incorporating these considerations across the spectrum of PEPFAR activities, and ensuring that all aspects of HIV/AIDS programming and design consider issues of gender and youth to ensure that the differing needs of males and females at various developmental stages are appropriately addressed; guide the development and coordination of assessment activities related to gender and youth services and the establishment of program guidelines, procedures and strategies. S/he will ensure collaboration among USAID partners involved in gender- and youth-related programs, serve as a member of the PEPFAR Inter-agency Gender Team, and take the lead among USAID-sponsored projects in Botswana in promoting the use of internationally recognized best practices in these areas.

1. A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact **(3953982 ext 2421)**

QUALIFICATIONS REQUIRED

- University degree in public health, social work, social sciences or a related field is required.
- Four years work experience in gender, youth and HIV/AIDS activities, including program planning, implementation, and evaluation, with experience that indicates the ability to consult and collaborate effectively with all levels both within and outside the agency.
- Level IV English and Setswana is required (fluent both written and spoken).
- Must have knowledge of and experience in: gender and youth programs as they relate to PEPFAR and HIV/AIDS; domestic and regional health and HIV/AIDS affairs; Botswana's social and political processes in relation to HIV/AIDS; PEPFAR guidelines.
- Good computer data-entry skills, including the ability to use and create emails, spreadsheets and power-point presentations is required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 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

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.

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. 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

POINT OF CONTACT

Name Motlalepula Mmakgonya
Telephone: +267 3953982 ext 2421
FAX: +267 3956947

CLOSING DATE FOR THIS POSITION: March 21, 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.