



**VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 11/002
RE- ADVERTISEMENT N10/138**

OPEN TO: All Interested Candidates/All Sources

POSITION: HIMS Specialist, FSN11/FP-04

OPENING DATE: January 07, 2011

CLOSING DATE: January 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 Centers for Disease Control (CDC/BOTUSA) in Gaborone is seeking an individual for the position of HIMS Specialist.

BASIC FUNCTION OF POSITION

The Health Management Information Systems (HMIS) Specialist will work with the U.S. Centers for Disease Control and Prevention (CDC), Global AIDS Program (GAP), in Botswana to provide technical assistance for all HMIS activities in Botswana. Duties will also include provision of technical expertise in the design, strengthening, and maintenance of electronic information systems to support the health infrastructure. Support to the CDC internal information systems will also be required. Systems to be strengthened or developed will address the collection, management, analysis, and use of health related data for patient care tracking, program monitoring and evaluation, costing, and disease surveillance in Botswana. The incumbent will apply the science of informatics and management information systems (MIS) to the design, strengthening and implementation of electronic data and communications systems, and will work at a project management level to coordinate this activity by documenting data and information needs, tracking data flows, design of detailed system-level requirements, advocating for technological interventions, translating technical requirements to less

technologically savvy healthcare professionals and creation of hardware and software specifications. The incumbent will insure appropriate implementation of the systems and keep abreast of any modifications or adjustments that may be required to maximize utility of the project. Effectiveness will be judged by the level of coordination and integration in the systems design. Regular consultations with relevant stakeholders, such as program implementers, healthcare professionals, the private sector, and information technology staff will also be required. Participation in USG strategic planning, budgeting and allocation of resources, and monitoring and evaluation of programs using the information systems designed and developed in coordination with USG funded partners and the Government of Botswana (GOB) is also required.

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

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

1. A degree or host country equivalent in fields related to HMIS in the field of public health, epidemiology, computer science or health informatics is required
2. Five years experience in Information Systems Design or Development, of which 2 years should involve management of entire life-cycle of systems development.
3. Level IV English (fluency in both written and oral) is required
4. Must have advanced knowledge and understanding of health informatics systems; advanced knowledge of electronic mapping technology platforms; detailed knowledge of the health care system of Botswana.

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: January 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.