



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11/007

OPEN TO: All Interested Candidates/All Sources

POSITION: TB/HIV Program Officer, FSN11/FP-04

OPENING DATE: February 6, 2011

CLOSING DATE: February 18, 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 TB/ HIV Program Officer.

BASIC FUNCTION OF POSITION

Serves as a key public health advisor to the Care and Treatment Team Leader for the CDC Global Aids Program (GAP) Botswana on TB/HIV activities, including the treatment and medical management of persons co-infected with TB and HIV; responsible for the design, implementation, coordination, and evaluation of a broad range of agency-funded TB/HIV program activities and studies required to implement the President's Emergency Plan for aids Relief (PEPFAR) in Botswana; advises the Botswana Ministry of Health (MOH), external partners and non-governmental organizations (NGOs) in the implementation of TB/HIV issues at technical, policy and strategic planning meetings; and serves as program contact for GAP TB/HIV program; serves as the activity Manager for multiple (5-7) CDC Supported TB/HIV cooperative agreements in Botswana and coordinates funding, reporting and administration with extramural team to assure projects are conducted and USG funds are appropriately utilized; serves as primary contributor to the planning, development and review of the TB/HIV components of the annual Country Operation Plan (COP) for Botswana; identifies training needs and participates in the review and evaluation of training for partner organizations.

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

- Medical Degree and residency leading to registration as a licensed medical practitioner is required
- Three years work experience in TB and HIV or public health program, activities is required.
- Level IV English is required (fluent both written and spoken).
- Knowledge and experience in the TB and HIV/AIDS issues is required including medical management of co-infections and resistant strains of TB, care and support, counseling and interventions, testing, and treatment, policies, regulations and precedents applicable to the development and administration of a national/international public health program
- Must be familiar with computer software programs including word processing, spreadsheets and databases.

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
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CLOSING DATE FOR THIS POSITION: February 18, 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.