



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 12/45

OPEN TO: All Interested Candidates/All Sources

POSITION: Monitoring and Evaluation Program Officer; FSN-11/FP-4

OPENING DATE: November 7, 2012

CLOSING DATE: November 21, 2012

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 U.S. Embassy in Gaborone, Centers for Disease Control and Prevention (CDC/BOTSWANA), is seeking an individual for the position of Monitoring and Evaluation Program Officer.

BASIC FUNCTION OF POSITION:

Serves as a key public health advisor and CDC contact for monitoring and evaluation of HIV program activities, surveillance efforts, and HIV operational research projects in Botswana; provides advice, guidance and direction to the Botswana Ministry of Health (MOH), National AIDS Coordinating Agency (NACA), local government and other collaborating in the implementation and strengthening of monitoring and evaluation of HIV program activities,

surveillance efforts and operational research projects in Botswana; Manages the CDC Botswana Information Management System (BIMS) database, including regular updating of data reported to BIMS, report generation from the BIMS database and dissemination of results; serves as the Activity Manager for assigned Strategic Information components of multiple CDC-supported cooperative agreements and funding instruments in Botswana, and coordinates funding, reporting, and administration with the extramural team to assure that projects are conducted and USG funds are appropriately utilized; has a key role in the development and review of the monitoring and evaluation and surveillance components of the annual Country Operational Plan (COP) for Botswana; monitors and evaluates progress of assigned projects, identifying technical, personnel, logistical, and financial problems and makes or recommends revisions as necessary to overcome obstacles and constraints to progress; identifies training needs and participates in the development and implementation of training courses for partner organizations; represents CDC Botswana on monitoring and evaluation and surveillance issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

QUALIFICATIONS REQUIRED:

- Master's degree in epidemiology, public health, statistics, or monitoring and evaluation is required.
- Three years of relevant work experience with 1-2 years of experience in planning, implementing, monitoring and evaluating HIV or relevant public health program activities are required.
- Level IV English and Setswana are required (fluent both written and spoken).
- Must have an in depth knowledge of epidemiology and the principles of evaluation of public health programs; knowledge of statistics and data analysis; comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required.
- Must be familiar with computer software applications including word processing, spreadsheets are required.

A copy of the complete position description listing all duties and responsibilities is available in our internet site http://botswana.usembassy.gov/job_opportunities.html

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 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

Candidates interested in applying for this position must follow the application instructions by submitting an application which contains all of the required information listed below. **Failure to do so will result in an incomplete application which will not be considered.**

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 6 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.**
 - 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
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CLOSING DATE FOR THIS POSITION: November 21, 2012

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.