

EMBASSY OF THE UNITED STATES OF AMERICA

RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: USAID- 16-06

OPEN TO: Myanmar Citizens and all interested candidates with permanent residence status

POSITION: Project Management Specialist (Maternal and Child Health)

OPENING DATE: March 11, 2016

CLOSING DATE: March 31, 2016

WORK HOURS: Full-time, (40 hours/week)

POSITION GRADE: FSN-11

SALARY: FSN-10 \$15,512 per annum (Starting salary). The position is classified at FSN-11 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's qualifications, and at the discretion of USAID, the incumbent may be hired at FSN-10 "development" level for the first year of employment. After one year, promotion to FSN-11 will be subject to successful performance. Promotion to the target FSN-11 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

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

The U.S. Embassy in Rangoon is seeking an individual for the position of Project Management Specialist (Maternal and Child Health) in the Office of Public Health (OPH) in the United States Agency for International Development (USAID).

BASIC FUNCTION OF THE POSITION

The incumbent is the Mission's expert on policies and best practices that affect maternal and infant health and the development of interventions to reduce morbidity and mortality. The incumbent will also serve as the Contracting/Agreement Officer's Representative (C/AOR) for Maternal and Child Health (MCH) programs managed by the USAID/Burma OPH and Activity Manager for central mechanisms. This role includes, advising, designing, managing, and evaluating assistance which support the Mission's health

and development objectives, and providing direction to USAID partners on USAID policy in MCH programming.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: (10 points)

Completion of a Master's degree in public health, with focus on maternal and child health, epidemiology or health administration or similar field is required.

2. EXPERIENCE: (35 points)

Minimum of five years of progressive experience in fields related to maternal and child health and/or health system strengthening; at least three years experience related to implementation and management including financial management, of programs in the health sector in Burma or other South East Asian countries is required.

3. LANGUAGE:

Level IV in oral and written English and Burmese are required.

4. JOB KNOWLEDGE: (25 points)

- Thorough knowledge and familiarity with development program management, budgeting, and resource management is required.
- Working knowledge of technical and programmatic MCH issues in Burma and the approaches to address them is required.
- Knowledge of evaluation methods, both quantitative and qualitative is required.

5. SKILLS AND ABILITIES: (30 points)

- Must possess the ability to establish and maintain effective working relationships with other USG agencies, USAID implementing contractors and grantees, central and district-level Government of Burma and non-governmental organization counterparts.
- Must possess high quality analytical skills and the ability to assess ongoing MCH and other public health interventions to evaluate their efficacy and efficiency.
- Strong computer skills (Ms Word, Ms Excel) are required.
- Ability to communicate effectively, both orally and in writing is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at

(http://burma.usembassy.gov/job_opportunities.html)

SELECTION PROCESS:

Initial Screening: Applications will be initially screened for eligibility in accordance with the minimum requirement of education and experience.

Evaluation: Applications that meet the minimum requirement will be scored and evaluated in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given an English test and a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from English test score of Level 4 (62 out of 80 or above) may be invited for an interview. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates under probationary period must have completed 52 weeks of employment in their current position before being eligible to apply.

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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Please state clearly any relative employed by the U.S. government. A false statement in this regards is cause for disqualification.
5. Eligible age: Between 18 and 60.

TO APPLY

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

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see appendix B); and
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

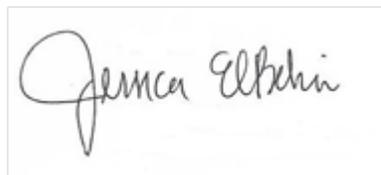
Human Resources Office
U.S. Embassy
110 University Avenue
Kamayut Township, Yangon

Or
Via e-mail to HRORangoon@state.gov

CLOSING DATE FOR THIS POSITION: March 31, 2016

The U.S. Mission in Rangoon 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.



Jessica D. El Bechir
Human Resources Officer

Cleared by: USAID: WSLATER

Clearances:

Burma/OPH: William Slater _____ Date _____

EXO/HR: Potchanat Hasitpanichkul _____ Date _____

S/EXO: Ellen Zehr _____ Date _____