



**USAID**  
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**Vacancy Announcement No. 2011- 21**

**Open To:** All Interested persons  
**Position:** HIV/AIDS Prevention Specialist, FSN-10  
**Opening Date:** July 6<sup>th</sup>, 2011  
**Closing Date:** July 19<sup>th</sup>, 2011  
**Work Hours:** Full-time; 40 hours/week

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USAID/Burundi is recruiting an HIV/AIDS Prevention specialist to serve as a health advisor on prevention. The incumbent will be responsible for the design, implementation, coordination, and evaluation programs of a broad range of agency-funded HIV prevention program activities and studies required to implement the President's Emergency Plan for AIDS Relief (PEPFAR) in BURUNDI.

The Job holder will be the U.S. Government HIV/AIDS prevention program public health advisor to the host country ministries (including the Ministries of Health and Education), partners, including those funded by the host government or the Global Fund and non-governmental organizations (NGOs) in the implementation of Prevention program activities and studies. The incumbent represents USAID on HIV prevention issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. The Job holder will serve as the activity manager for HIV Prevention grants, contracts and cooperative agreements and coordinates funding, reporting, and administration with the extramural team to assure projects are conducted and USG funds are appropriately utilized.

The majority of the job holder's time will be spent on program management preparing directives, memoranda, policy statements and proposals to introduce new initiatives and recommend effective operations consistent with overall program objectives in support of the PEPFAR Prevention Program in Burundi. Prevention programs include, but are not limited to, education/outreach, voluntary counseling and testing (VCT), youth-directed programs, prevention of transmission of mother to child (PMTCT), targeting highly vulnerable populations. The job holder will also work closely with host government Ministry of Health, international organizations, as well as partners funded by the government or Global Fund, and non-governmental organizations to influence other collaborative organizations engaged in HIV/AIDS Prevention programs to adopt appropriate strategies for their program activities.

The incumbent will design practical training courses as required for various target audiences on how to implement, monitor and evaluate HIV/AIDS Prevention programs, use M&E data and report progress to key stakeholders. The job holder will respond to requests from NGOs, health care organizations and medical professionals for information and technical assistance on prevention strategies. The job holder will lead site assessments of PEPFAR prevention programs carried out by implementing partners of the USG. The job holder will collect data and prepare technical assistance requests to be sent to the U.S. Embassy PEPFAR managing body and/or designated agency leaders and develop scopes of work as needed for the requests.

**REQUIRED QUALIFICATIONS**

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- Master (MPH, MSHP) Degree or host country equivalent in public health, health policy, public administration, or social sciences is required
- Five years of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other public health programs that involve coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level with multiple staff is required
- Comprehensive knowledge and experience in HIV/AIDS prevention counseling and interventions, behavior change, care, treatment and testing is required.
- Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required
- Level IV, knowledge of English and French, as well as Level III Kirundi or Swahili is required

**TO APPLY**

Interested candidates for this position should submit the Application Form DS-174 for Employment to the U.S. Embassy in Bujumbura. A full position description is found on the bulletin board at the Embassy, across from IMEX. Copies of degrees/Certificates, Cover letters and resumes should be attached to the application.

DS-174 forms are available at the U.S. Embassy or on our website:

<http://burundi.usembassy.gov/root/pdfs/forms/ds-174.pdf>

**CLOSING DATE FOR THIS POSITION: July 19<sup>th</sup>, 2011**

Applications must be received at the U.S. Embassy in Bujumbura by *12:00 am* on *July 19<sup>th</sup>, 2011*. Applications received after this date will not be considered.

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