

JOB OPPORTUNITY



AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

*Human Resources Office, 498 Ave Lukusa, Kinshasa
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ANNOUNCEMENT NUMBER: 14-44

OPEN TO: All interested candidates
POSITION: **AID Health and HIV/AIDS Strategic Information Specialist,
FSN-4005-11; FP-4**
OPENING DATE: July 8, 2014
CLOSING DATE: July 29, 2014
WORK HOURS: Full-time; 40 hours/week
SALARY: **Ordinarily Resident (OR):** FSN-11
Not-Ordinarily Resident (NOR):
(Position Grade: FP-4) To be confirmed by Washington

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual for the position of AID Health and HIV/AIDS Strategic Information Specialist in the Health Office at USAID.

BASIC FUNCTION OF POSITION

The USAID Health and HIV/AIDS Strategic Information (SI) Specialist will provide technical, operational, and management support to the USAID/DRC Health Office, with a focus on HIV/AIDS and TB activities. S/he will support SI needs across planning, design, implementation, and reporting. S/he will work in close partnership with the interagency President's Emergency Plan for AIDS Relief (PEPFAR) team, including the Centers for Disease Control and Prevention (CDC), the U.S. Department of Defense (DOD), and the PEPFAR Secretariat, the Government of DRC, and implementing partners to support monitoring and evaluation (M&E) and SI activities, including indicator selection, target setting, data cleaning and review, regular reporting exercises, and use of data to inform decision-making. S/he will work closely with Health Team Activity Managers to review quarterly reports and support project evaluations, as necessary. S/he will also work closely with the Health Team M&E Specialist to ensure data is utilized effectively to illustrate the programmatic achievements of the Health Office.

A copy of the position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

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

Education: Master's Degree in public health M&E, biostatistics, epidemiology, or other social science-related area is required.

Experience: A minimum of seven years of progressively responsible experience in the field of M&E and at least 3 years of experience in the HIV/AIDS context. The SI Specialist must have knowledge of development programs and experience working with non-governmental organizations (NGOs) and donors in the DRC. The SI Specialist should be knowledgeable of HIV/AIDS programs in DRC and have familiarity with maternal and child health, TB, family planning/reproductive health, and malaria programs. Substantive experience in analyzing data and presenting findings in written or oral form is also required. The incumbent should also have experience in providing counsel/advice to health sector donors, to government agencies, or to NGOs implementing donor-funded programs.

Language Proficiency: Level IV (Fluency) written and spoken French and English is required. Level III in at least one local language is a plus, preferably in Lingala or Swahili).

Knowledge: The SI Specialist must have in-depth professional-level knowledge of development, SI, and M&E principles, concepts, and practices, especially as they relate to HIV/AIDS and TB activities in USAID-serviced areas. S/he must be able to manage complex sources of data. S/he must have knowledge and understanding of the development challenges in the DRC, including health and HIV/AIDS in particular; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to HIV/AIDS and other health areas as well as USAID programming policies, regulations, procedures, and documentation. The SI Specialist must have, or be able to quickly gain, knowledge and understanding of M&E processes and activities utilized by USAID and PEPFAR Implementing Partners as well as the government of the DRC in order to enhance effective communication and develop consensus on program/project/activity strategy and implementation. The SI Specialist must have a good knowledge and demonstrated experience in the M&E processes related to HIV/AIDS, TB and other health programmatic areas (health systems, RH/FP, MCH, malaria).

Skills and Abilities: The SI Specialist should be able to compile, evaluate, and present data for reporting program progress and impact and possess strong quantitative and analytical skills. The incumbent must be able to facilitate use of data to inform decision making. S/he must be adept at building M&E capacity of USAID staff, implementing partners, and government counterparts, as needed. The SI Specialist must be adept at using Microsoft Office and able to analyze information and write succinct reports. Other key skills and abilities include: 1) Demonstrated ability and experience in the conceptualization, design, management, and performance monitoring of complex development programs; 2) Excellent interpersonal skills, required to establish and maintain a wide range of working-level contacts with health programs in government, non-governmental, and private-sector sectors; 3) The ability to work effectively within team and interagency environments; 4) Strong management and analytical skills required to strategize, develop and implement effective USAID-supported health programs; and 4) The ability to organize and present information and to draft clear, concise documents. policy, program/project, and administrative matters is necessary. The work requires good computer skills in order to manage PMTCT activity goals and achievements, both technical and financial.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. 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. The candidate must be able to obtain and hold security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:
Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: July 29, 2014

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