

JOB OPPORTUNITY



AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 097-261-6179; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 15-31

OPEN TO: All interested parties

POSITION: **Public Health Specialist (HIV/AIDS) Treatment, FSN 550-11, FP-04**
(May be hired at training/developmental level)

OPENING DATE: May 29, 2015

CLOSING DATE: June 19, 2015

WORK HOURS: 40 hours/week

SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-4 to be confirmed by Washington)

The U.S. Embassy in Kinshasa is seeking an individual for the position of Public Health Specialist (HIV/AIDS) Treatment in the Center for Disease Control and Prevention (CDC) Agency.

BASIC FUNCTION OF POSITION

The incumbent is a senior project manager and the primary public health advisor on treatment to the Team Lead – Prevention, Care, and Treatment. Job holder provides comprehensive public health technical, administrative and managerial advice and assistance in support of treatment activities provided under the President’s Emergency Plan for AIDS Relief (PEPFAR). Responsibilities include day-to-day program management and development, monitoring, reporting and close collaboration with other PEPFAR US Government agencies and PEPFAR partners to ensure implementation is carried out in accordance with program strategic objectives and internationally recognized best practices in treatment. Partners include host government ministries (including the Ministries of Health, Social Development and Education), the Global Fund, International Organizations (IO) and Non-Governmental Organizations (NGO) involved in treatment of HIV/AIDS in-country. In conjunction with the Team Lead, jobholder represents CDC/DRC on AIDS treatment issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

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

QUALIFICATIONS/SKILLS REQUIRED

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

Education: Master's Degree (MPH, MSHP) or host country equivalent in health, health policy, nursing or social sciences is required.

Experience: Five years of progressively responsible mid-to senior level public health experience in developing, implementing and evaluating HIV/AIDS treatment programs or other public health or development assistance programs that involve coordination with an international agency or implementing partner is required.

Language Proficiency: Level IV (fluency speaking/writing) in English and French is required.

Knowledge: Comprehensive knowledge and experience in HIV/AIDS treatment is required including clinical management of HIV/AIDS. Thorough public health knowledge of current HIV/AIDS issues is required. Comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Good working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of treatment programs 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 and cooperative agreements requisitions is required.

Skills and Abilities: Strong oral and written communications skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required including the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to develop and maintain effective working relationships with national and international working partners is required. The incumbent will be expected to exercise tact in applying guidelines in varying complex settings and in engaging with other collaborative organizations engaged in HIV/AIDS treatment programs to adopt appropriate strategies for their program treatment activities. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills with interpretation of program monitoring and evaluation of data are required.

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.
4. Please submit the complete application package to Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to HRKinshasa@state.gov

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: June 19, 2015

Drafted: HR:WBULU
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