

# JOB OPPORTUNITY



AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

Human Resources Office, 498 Ave Lukusa, Kinshasa  
Phone 081-8806193; e-mail: HRKinshasa@state.gov

**ANNOUNCEMENT NUMBER: 12-05**

**OPEN TO:** All interested candidates  
**POSITION:** **Malaria Program Specialist (MPS) - President's Malaria Initiative (PMI),  
FSN-11; FP-4**  
**OPENING DATE:** January 25, 2012  
**CLOSING DATE:** February 8, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office  
(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 Malaria Program Specialist (MPS) - President's Malaria Initiative (PMI) in the USAID Health section.*

## **BASIC FUNCTION OF POSITION**

U.S. Agency for International Development (USAID) is recruiting one person as a Malaria Program Specialist (MPS) at USAID/Democratic of Congo (DRC). The incumbent, in collaboration with the USAID and CDC President's Malaria Initiative (PMI) Advisors, will be part of the Mission's Health Team and assist in overseeing the planning, management and monitoring of multiple projects and activities in the malaria control project within the USAID's Mission in the DRC program portfolio. The position is based in Kinshasa.

*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:** A Master's Degree or equivalent in public health (MPH), Social Sciences, International Development or in related fields is required.

**Experience:** A minimum of five years of progressively responsible professional-level experience in the management and implementation of regional and/or national level health programs in malaria control, with an emphasis on preventive public health programs is required. At least five years of this experience should be in public-health related work with other donor organizations, host government organizations or private sector institutions in the developing world, and preferably in the DRC or neighboring countries.

**Language Proficiency:** Level IV (Fluent) English, French is required.

**Knowledge:** The incumbent must have a thorough knowledge of the principles, concepts, techniques and accepted procedures of program management, evaluation, reporting and budgeting. Knowledge and expertise in USAID programs and program planning, design, negotiation, implementation, review, monitoring, evaluation and reporting is required.

**Skills and Abilities:** The incumbent must be innovative, possess a strong sense of diplomacy, have excellent inter-personal skills and be capable of working both as a team member and independently.

**Skills and Abilities:** The person must also exercise sound, independent, professional judgment in negotiating program design and implementation decisions within the USAID/DRC health team as well as with counterparts within the host government and partner organizations;

The incumbent must have the ability to conceptualize, manage and evaluate activities.

Incumbent must be capable of collecting, organizing, and analyzing information and data to prepare accurate and timely reports related to program activities;

The incumbent must be able to communicate effectively, both in speech and writing, with government technical officers and donors' counterparts.

The incumbent must be capable of travelling extensively within the DRC to design, monitor and evaluate program activities. Occasionally, travel to USAID/Washington and/or neighbouring countries may be required for training and consultation purposes.

The incumbent must have ability to operate efficiently word processors, office information systems and personal computers. Also, s/he must have good writing skills for purposes of reporting to USAID/W, and preparing reports, memoranda, etc.

### **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 EFMs 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 and medical 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:** February 8, 2012

Drafted: HR: FNSASU

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