

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

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

ANNOUNCEMENT NUMBER: 13-10

OPEN TO: All interested candidates
POSITION: **PEPFAR Coordinator Assistant (Deputy), FSN-540 -10; FP-5 (steps 5 thru 14)**
OPENING DATE: February 12, 2013
CLOSING DATE: February 26, 2013
WORK HOURS: Full-time; 40 hours/week
SALARY: **Ordinarily Resident (OR):**
Not-Ordinarily Resident (NOR):
(Position Grade: FP-5) To be confirmed by Washington

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY.

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 PEPFAR Coordinator Assistant (Deputy) in the Executive Office.

BASIC FUNCTION OF POSITION

Reporting to the PEPFAR Coordinator in the Democratic Republic of Congo, the Deputy PEPFAR Coordinator will provide program support to the PEPFAR Coordinator (PC) to manage and facilitate the implementation of a coordinated HIV/AIDS PEPFAR program by all United States Government (USG) Agencies at post under the oversight of the office of the Global AIDS Coordinator (OGAC) in Washington, DC. The incumbent will be responsible for major PEPFAR efforts such as organizing the work of the PEPFAR Office, assisting in managing PEPFAR Country Operation Plan (COP) and reporting activities; coordinating and supporting high-level U.S. Government visits, audits and program reviews.

A copy of the complete 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: College/University degree in Public Health required.

Experience: Three to five years experience in managing resources and programs is required. Experience with HIV/AIDS programs is also required.

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

Knowledge: Must have good knowledge of the US Mission in DRC, the inter-agency working on PEPFAR projects and issues. Also, must have good working knowledge of HIV/AIDS and general public health issues within the DRC context.

Skills & Abilities: Must demonstrate good communication skills and possess excellent computer skills, mastering the most important MicroSoft applications.

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 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 EFM's and EFM's 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.
5. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

The US Mission is an equal opportunity employer.

Drafted: - HR: WBULU

Cleared: - PEPFAR: LNGONG (e-mail)

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Approved: HRO: TJEVERETT