

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: 14-09

OPEN TO: All interested candidates

POSITION: **Public Health Specialist, FSN 550-11, FP-4**

OPENING DATE: March 6, 2014

CLOSING DATE: March 20, 2014

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 Public Health Specialist in the Center for Disease Control and Prevention (CDC) Agency.

BASIC FUNCTION OF POSITION

The incumbent is an HIV/AIDS public health specialist responsible for the implementation, coordination, monitoring and evaluation of assigned HIV care and support program activities and studies that are funded under the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) at CDC DRC. Job holder's duties include technical support, advice and guidance for HIV care and support activities including programs for Orphans and Vulnerable Children (OVC), adult and pediatric care and support, PMTCT, TB/HIV treatment and diagnosis and management of opportunistic infections. Duties also include day-to-day technical program management, and coordination and collaboration with colleagues of other agencies and public health entities that administer PEPFAR-funded programs in country. The job holder coordinates funding, report compliance and administrative record-keeping with the implementing partners to assure projects are conducted in accordance with the implementing agreement and that USG funds are appropriately utilized. The job requires public health technical knowledge, results-oriented analytical skills, advocacy, and constant and clear communication with implementing partners, non-governmental organizations (NGOs), and host country ministries responsible for public health programs. The incumbent frequently represents CDC DRC on HIV care and support issues at technical, policy and planning meetings, including meetings with collaborators and donor agencies within assigned area of responsibility.

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

QUALIFICATIONS REQUIRED

NOTE: Applicants must provide specific and comprehensive information to support each criteria below:

Education: Doctor of Medicine (MD) or host country equivalent degree in medicine, public health or epidemiology is required.

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

Language Proficiency: Written and oral fluency (level IV) French and proficiency (level III) in English are required.

Knowledge: Detailed knowledge of current HIV/AIDS issues, care and support program design, implementation and evaluation is required. In-depth knowledge of HIV/AIDS prevention, medical care and treatment services, counselling and interventions, behaviour change, testing, and treatment is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. In-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of care and support programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary activities is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

Skills and Abilities: Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners. Strong skills in interpretation of program monitoring and evaluation data are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. Must have ability to work independently. Must be able to inform senior CDC/DRC management of potentially controversial findings, issues, or problems with possible widespread impact. Intermediate user level of word processing, spreadsheets and proprietary databases is required. Numerical skills for data analysis are required. Keyboarding skills that include speed and accuracy 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.

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: March 20, 2014

Drafted: HR: WBULU
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