



## VACANCY ANNOUNCEMENT AMERICAN EMBASSY, ABIDJAN COTE D'IVOIRE

### ANNOUNCEMENT NUMBER 36-11

**OPEN TO:** All Interested Candidates/All sources

**POSITION:** Public Health Specialist - Monitoring and Evaluation (M&E)  
USAID/PSC; FSN 10

**OPENING DATE:** December 27, 2011

**CLOSING DATE:** January 17, 2012

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** Position Grade: FSN-10

**NOTE: All applicants must have the required work and/or residency permits to be eligible for consideration.**

*USAID Locally Engaged Staff (LE Staff) Personal Services Contract positions are open to all residents of Cote d'Ivoire including US Citizens and third country nationals.*

*Anyone hired under an LE Staff Personal Services Contract position will be paid in accordance with the Local Compensation Plan (LCP). US Minimum Wage applies for US citizens hired to these positions. If the LCP wage is below US Minimum Wage, US citizens will be paid US Minimum Wage.*

*All applications will be considered on a competitive basis. Veteran's preference and EFM status are not applicable to these positions. US Citizens and Permanent Residents of the US are subject to US Federal and State taxes and local taxes if applicable. It is the responsibility of the incumbent to ensure they are meeting the requirements of their individual situations.*

The U.S. Embassy in Abidjan is seeking an individual for the position of **Public Health Specialist - Monitoring and Evaluation (M&E)** for USAID/PEPFAR.

**Important: All Applications and Resumes should be in English**

### **BASIC FUNCTION OF POSITION**

This position is based in the US Embassy, Abidjan, Côte d'Ivoire and is supervised by the USAID Strategic Information Branch Chief or his/her designee. The **Public Health Specialist - Monitoring and Evaluation (M&E)** works as part of a multidisciplinary strategic information team to provide expert technical assistance to USAID PEPFAR technical staff, national authorities and external

partners to establish a comprehensive HIV/AIDS monitoring and evaluation national system. S/he ensures that (i) PEPFAR implementing partners' (IPs) monitoring and evaluation plans are developed and implemented; (ii) that IPs' reports are complete and consistent with high international standards; (iii) that IPs' data are collected and reported to the PEPFAR Strategic Information team in a timely manner for the analysis, dissemination and use of this data for program planning and decision making to improve the national response to HIV/AIDS.

**A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.**

***Important Notice:*** "Applicants **MUST COMPULSORILY** submit a completed DS-174 form OR a combined DS-174 AND a current curriculum vitae (resume) in English that provides the same information listed in Appendix B and found on the UAE. To view the new form (English version) as well as the instructions for completing it, please click on the following link: [http://abidjan.usembassy.gov/how\\_to\\_apply2.html](http://abidjan.usembassy.gov/how_to_apply2.html)

***When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.***

***E.g.: VA No.36-11; Public Health Specialist - Monitoring and Evaluation (M&E), USAID/PEPFAR.***

## **QUALIFICATIONS REQUIRED**

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

### **1. Education**

This position requires a minimum of a Master's Degree (with specialization in Public Health, Health Sciences, Economics, Statistics, Project Management, Health Economics or a related field).

### **2. Prior Work Experience**

- At least five (5) years experience in HIV/AIDS program monitoring and evaluation. - Field experience in data collection, data quality evaluation and in fulfilling reporting requirements.
- Experience in program management, training, and production of M&E training materials, manuals, guidelines, reports, and supervision is required.
- Experience working in Cote d'Ivoire and/or in another African country and working in a multicultural bilingual environment.

### **3. Language Requirement**

Level IV in French (Fluency) Speaking/Writing/Reading is required.

Level III in English (Good working knowledge) Speaking/Writing/Reading is required.

### **4. Knowledge**

- The incumbent should have a good familiarity with typical strategic information requirements for national and/or large donor-supported programs (includes M&E, HMIS and surveillance policies and guidelines).
- S/he should have a good knowledge of the country's HIV epidemiology, demography, public health situation and priorities, national health system structure, political and cultural context and norms.
- S/he should be very familiar with critical barriers to programmatic success in a low resource setting.

## 5. Skills and Abilities

The incumbent should:

- be skilled in the use of commonly used data analysis software (EPI Info, STATA, SPSS, SAS, etc.).
- have demonstrated ability to investigate and proven methods for improving data quality in monitoring systems, and good ability to write conceptual and operational plans for M&E systems and activities.
- have demonstrated ability to analyze and interpret data for program decision-making.
- possess computer skills in Word, Excel, and PowerPoint.
- work collaboratively within a bilingual environment, with a large number of project staff as well as with a variety of different organizations.
- be able to manage time well and meet tight deadlines.

## SELECTION CRITERIA

Criteria	Weighting in %
1. Education	15
2. Prior Work Experience	30
3. Language Requirement	15
4. Knowledge	20
5. Skills and Abilities	20
Total:	<b>100</b>

### Additional Selection Information:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

**Note: Applications of persons who applied for the recently advertised CDC PEPFAR M&E Technical Advisor position will be reviewed and if qualified and competitive considered for the USAID PEPFAR M&E Technical Advisor position. It is not necessary for these applicants to re-apply for the USAID position.**

## TO APPLY

Interested individuals should submit cover letter and curriculum vitae with details of three referees to:

### The Human Resources Office

Attention: Recruitment Section  
American Embassy, Abidjan  
01 B.P. 1712 Abidjan 01  
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: [AbidjanHR@state.gov](mailto:AbidjanHR@state.gov)

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**POINT OF CONTACT**

The Human Resources Office  
Telephone: 22-49-40-00  
Fax: (225) 22-49-41-02

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**CLOSING DATE FOR THIS POSITION: JANUARY 17, 2012**

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.