



USAID | DOMINICAN REPUBLIC

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USAID POSITION ADVERTISEMENT 311672100114

Announcement Number:	USAID No. 311672100114
Position:	Project Management Specialist: Senior HI/AIDS
Open to:	All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)
Agency/Section:	USAID/ Health Office
Opening Date:	December 23, 2015
Closing Date:	January 24, 2016
Working Hours:	Full time: 40 hrs per week
Salary Scale:	FSN-11: from RD\$1,323,628.00 to RD\$2,117,811.00

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Project Management Specialist Senior HIV/AIDS position for the Health Office.

Basic Functions

Incumbent serves as a Senior HIV/AIDS Project Management Specialist in the Health Office, and reports directly to the Health Office Chief. Incumbent participates on the USAID/Dominican Republic (DR) President's Emergency Plan for AIDS Relief (PEPFAR) team, and is part of the Health Office team that represents USAID interests and coordinates with other United States Government agencies in the country. S/he is also responsible for managing selected HIV/AIDS programs to support achievement of USAID and PEPFAR goals, and contributing to the development of USAID/DR Mission and Health strategies.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through SDOUSAIDresume@state.gov.

Qualifications Required:

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

Education:

The minimum academic requirement is a Master's Degree in Public Health, Health Policy, Public or Social Sciences.

Prior Work Experience:

Incumbent requires five to seven years of mid to senior level public health experience in developing, implementing and evaluating HIV/AIDS or other public health programs that involve coordination with an international agency or implementing partners.

Post Entry Training:

The incumbent may attend US Government conferences to expand knowledge on best practices in HIV/AIDS, as well as training courses on program management and evaluation. The incumbent may also attend PEPFAR- and USAID-specific training in approaches to program design, implementation, and reporting, as well as USAID-specific training in project management of contracts/grants/cooperative agreements as required.

Language Proficiency:

Level IV (fluent) oral and written in English and Spanish language ability.

Job Knowledge:

The incumbent must have knowledge of HIV/AIDS issues, and must be conversant with the concepts and terminology of HIV/AIDS and international development. Knowledge of technical, social, and cultural aspects of the major issues of people living with or affected by HIV/AIDS in all geographic regions in the Dominican Republic is desirable. S/he must be familiar with the nature and the goals of the Dominican Republic National Response to HIV/AIDS, and possess knowledge of Government of the Dominican Republic policies and procedures relevant to HIV/AIDS programs. S/he must have knowledge of Dominican NGO and public sector health organizations, and a good working knowledge of HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate the results of HIV/AIDS programs. S/he must have working knowledge of U. S. Government public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of HIV/AIDS programs as they contribute to project management of contracts/grants/cooperative agreements S/he must also be familiar with the overall administrative requirements, budgeting, and fiscal management in support of contracts, cooperative agreements, and grants.

Skills and Abilities:

The incumbent must have demonstrated experience in performing project design, program planning, and/or implementation work. The incumbent must demonstrate strong management and organizational skills. S/he must have demonstrated experience in producing quality deliverables under tight deadlines, and managing diverse activities. Further, s/he must have excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners, and the ability to form effective, positive relationships with relevant internal and external partners. S/he must have the ability to work effectively in a multidisciplinary and multicultural team environment. S/he must have demonstrated problem solving and analytical skills while working on projects in a highly sensitive environment. The incumbent must also have demonstrated effective computer skills, particularly in MS Office, and analytical ability to support data analysis.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

ADDITIONAL SELECTION CRITERIA:

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 Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application (the three options are required)

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174),
2. A current resume or curriculum vitae, including the Dominican Cédula.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

USAID/ Human Resources Office
SDOUSAIDresume@state.gov

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
January 24, 2016

The U.S. Mission in Santo Domingo 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.