Human Resource Office
U.S. Embassy Santo Domingo

ANNOUNCEMENT NUMBER: 13/56

OPEN TO: **All Interested Applicants/All Sources**

POSITION: **MLO PEPFAR Program Manager, FSN-11/FP-4**

OPENING DATE: **October 11, 2013**

CLOSING DATE: **Until filled**

WORK HOURS: **Full time – 40 hours per week**

SALARY: **Ordinarily Resident (OR): RD$1,277,789 p.a. (starting salary)**
**** (USEFM) Not-Ordinarily Resident (NOR): US$61,759 p.a. (starting salary)**
**** (MOH) Not-Ordinarily Resident (NOR): US$53,003 (starting salary)**

*****(This pay is only for Eligible Family Members (USEFM) and Member of Household (MOH) who are eligible for employment under the American USG pay plan)***

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION, PLEASE INCLUDE WITH YOUR APPLICATION COPY OF BOTH SIDES OF THE DOMINICAN CEDULA.

The U.S. Embassy in Santo Domingo is seeking an individual for the position of MLO PEPFAR Program Manager in the Military Assistance and Advisory Group (MAAG).

BASIC FUNCTION OF POSITION

The incumbent is the key public health advisor on prevention to Desk Officer of the HIV/AIDS Program for Dominican Republic. Is responsible for the design, implementation, coordination and evaluation of a broad range of Department of Defense (DoD)-funded HIV/AIDS Relief (PEPFAR) in the Dominican Republic. Is the prevention program to the Dominican Ministry of the Armed Forces, partners including those funded by the Dominican Government or the Global Fund and non-governmental organizations in the implementation of prevention program activities and studies. Represents the DoD on HIV prevention issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Serves as the activity manager for HIV prevention grants, contracts and cooperative agreements and coordinates funding, reporting and administration with the extramural team to assure projects are conducted and USG funds are appropriately utilized.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 809-731-4288.

QUALIFICATIONS REQUIRED

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

1. Master's Degree or host country equivalent in public health, nursing, health policy, public administration or social sciences are required.

2. Five years of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS prevention or other public health programs that involve coordination with an international agency or implementing partner plus one year of experience at the managerial level are required.

3. English level IV (fluent) (writing/speaking/reading) and Spanish level IV (fluent) (writing/speaking/reading) are required.

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

4. Comprehensive knowledge and experience in HIV/AIDS prevention counseling and interventions, behavior change, care, treatment and testing; detailed knowledge of U.S. Government public health programs and strategies; a detailed knowledge of the range of prevention programs, policies, regulations and precedents applicable to development and administration of national/international public health prevention program; good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities, and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions; detailed knowledge of the host government health care system and structures including familiarity with Dominican Ministry of Health policies, program priorities and regulations, thorough public health knowledge of current HIV/AIDS issues, are required.

5. Ability to lead results-driven project teams and workgroups, computer skills (Word, Excel, database) and numerical skills for data analysis are required.

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.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. 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.

6. 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:

1. http://www.state.gov/documents/organization/136408.pdf and

2. A current resume or curriculum vitae **in English** that provides the same information found on the UAE (*see Appendix B*); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

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

SUBMIT APPLICATION IN ENGLISH TO

Office of Human Resources
Attention: Sofia Dominguez
e-mail: santodomingoresume@state.gov

POINT OF CONTACT

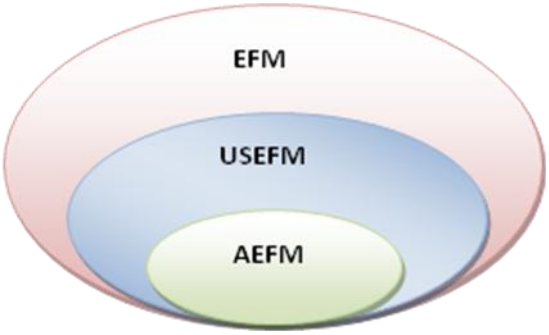
Sofia Dominguez
Telephone: 809-731-4288
Fax: 809-731-4372

CLOSING DATE FOR THIS POSITION: Until filled

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.

Appendix A
DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **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.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

A. Position Title
B. Position Grade
C. Vacancy Announcement Number (if known)
D. Dates Available for Work
E. First, Middle, & Last Names as well as any other names used
F. Current Address, Day, Evening, and Cell phone numbers
G. U.S. Citizenship Status *(Yes or No)* & status of permanent U.S. Resident (Yes or No; if yes, provide number)
H. U.S. Social Security Number and/or Identification Number
I. Eligibility to work in the country *(Yes or No)*
J. Special Accommodations the Mission needs to provide *(Yes or No; if yes, provide explanation)*
K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
L. Days available to work
M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
N. U.S. Eligible Family Member and Veterans Hiring Preference
O. Education
P. License, Skills, Training, Membership, & Recognition
Q. Language Skills
R. Work Experience
S. References