

Position: **Project Management Specialist (Senior HIV/AIDS)**
Position Number: **NCA-253**
Grade: **FSN-11**
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**
Opening Date: March 13, 2014
Closing Date: March 28, 2014
Work Hours: **Full time; 40 Hours/week**
Salary Scale: (RD\$1,277,789.00 – 2,044,464.00)

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

Basic Functions

Job holder is a Senior HIV/AIDS Public Health advisor in the Health Office who reports directly to the Health Team Leader. The job holder is a member of the Health Office team that represents USAID interests and coordinates with other USG agencies in the country for the implementation of the PEPFAR Program. He/she acts as the alternate to the Health Team Leader in representing USAID/DR in the PEPFAR Country Team and in the Country Coordinating Mechanism (CCM), which oversees the Global Fund to Fight AIDS, Tuberculosis, and Malaria (Global Fund) grants. He/she is responsible for the implementation, coordination, monitoring and evaluation of designated HIV prevention, care, and health systems strengthening program activities and studies required to achieve results under the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) in the Dominican Republic. He/she carries out these responsibilities by developing and maintaining close working relationships with the government of the Dominican Republic (GODR) officials and implementing partner organizations to ensure that program activities and studies in the host country are carried out in accordance with the approved Partnership Framework and USAID's Country Development Cooperation Strategy (CDCS).

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

NOTE: A candidate must meet the required qualifications listed below. Consideration and selection will be based on panel evaluations of the criteria below. Interviews and a writing exercise may be requested. Applicants are required to demonstrate in their resume or CV how prior experience and/or education and training address the listed required qualifications and evaluation criteria. Three references should be submitted. The selected candidate must be able to obtain both security and medical clearances. The security clearance involves a comprehensive investigation performed by the appropriate U.S. Government agency. Details on how to obtain U.S. Department of State Medical Unit clearance will be provided once a job offer is made and accepted.

1. **Education:** Bachelor's Degree or host country equivalent, in public health, health policy, public administration or social sciences (sociology, social policy, anthropology). Master's in Public Health a plus.
2. **Prior Work Experience:** 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 partner

is required. The ideal candidate would have worked supporting projects delivering HIV prevention, care & support to key populations, policy dialogue and health systems strengthening. Preference will be given to an applicant with HIV/AIDS experience in the Latin American and Caribbean region, with progressively increasing responsibility for activity management and design of public health programs involving coordination with an international agency or implementing partner. Strong networks in the public health sector in the Dominican Republic would be an asset.

3. The incumbent must be fluent (Level IV – reading, writing, speaking) in English and Spanish and have proven ability to communicate quickly, clearly and concisely. S/he must be able to prepare well-written briefing documents, presentations, program reports and correspondence in a professional manner requiring only minor editorial changes (in both Spanish and English).

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

4. The incumbent must have demonstrated experience in performing project design, program planning, and/or implementation work. At least two years of this experience should be in a developing country setting, and/or in the planning, development, implementation, and evaluation of health systems strengthening and organizational capacity building intervention in the public health sector, donor organizations, and private sector institutions including civil society organizations. The incumbent must have demonstrated strong management and organizational skills. S/he must have demonstrated experience in producing high quality deliverables under tight deadlines, building partnerships with appropriate stakeholders in order to expand and deepen impact and managing complex and 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, both as a team member and a team leader. S/he must have demonstrated strong problem solving and analytical skills while working on complex projects in a highly sensitive environment. The incumbent must also have demonstrated effective computer skills, particularly in MS Office Suite, and analytical ability to interpret bio-statistical data.

Note: The applicant must show examples and explain how S/he has the skills mentioned in this section above. Mentioning having these skills is not sufficient.

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 require 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:

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

SUBMIT APPLICATIONS 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

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
March 28, 2014**

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.