

Position: **Project Management Specialist (Strategic Information)**  
Position number: **NCA-254**  
Grade: **FSN-10**  
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\$1,052,760.00 – 1,684,417.00)

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

### **Basic Functions**

The Strategic Information (SI)<sup>1</sup> Technical Advisor will serve as the HIV/AIDS Subject Matter Expert (SME) for Monitoring and Evaluation (M&E) and other SI-related tasks pertaining to HIV/AIDS, and other health areas. S/he will be responsible for the collection and quality of: 1) the USAID/DR HIV and HIV-related program data 2) the portfolio of monitoring and evaluation plan for reporting to USG agencies, including the Office of the Global AIDS Coordinator (OGAC) and the United States Agency for International Development (USAID).

The incumbent is expected to be familiar with PEPFAR and USAID policies and have a strong understanding of PEPFAR guidance and directives, development principles and host country needs and priorities related to strategic information. The SI Technical Advisor will advise USAID/DR on all matters related to the measurement and evaluation of USAID's contributions toward achieving PEPFAR and national targets. The incumbent will also work as part of a larger PEPFAR SI team, along with other USG agencies implementing HIV activities in the DR, to improve the planning and coordination of all PEPFAR-funded SI activities.

Currently, the PEPFAR/DR program is implemented by community-level NGOs, national and international NGOs and five USG agencies. The SI Officer will provide technical guidance to increase the capacity of all USAID partners to report reliably, ensure all data reported to OGAC and USAID is of high quality, promote a working environment that supports the national goal of one monitoring and evaluation system for HIV/AIDS, actively apply the principles outlined in the USAID Evaluation Policy, and manage the monitoring and evaluation of the USAID health-sector activities. S/he will also strengthen the M&E functions of USAID-funded partners to better collect, manage, and use quality programmatic data to inform their activities and policies in GoDR's response to HIV/AIDS. The incumbent will report to the Health Team Leader.

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 in social or health sciences essential. Possession of an advanced degree (Masters Level or above) in the field of public health, epidemiology, demography, public policy, social or behavioral science or related field desirable (candidates with a Bachelors who can demonstrate professional experience comparable to a Masters will be considered).
2. **Prior Work Experience:** A minimum of five years of progressive and responsible experience in strategic planning, monitoring and evaluation, activity design, program management is required. A minimum of three years of experience with HIV/AIDS programs is required and experience working with community-based organization is highly desirable. Experience working in U.S. Government, international development organizations, or on PEPFAR-funded projects is highly desirable.
3. The incumbent must be fluent (level IV – reading, writing and speaking) in Spanish, and fluent (level IV – reading, writing / level III speaking) in English, and have proven ability to communicate 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.

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

4. Strong quantitative and analytical skills, ability to develop evaluation protocols, and conduct target setting with measurable outcomes.  
Must be adept in qualitative and quantitative research methods.  
Ability to analyze, organizes, and interprets data and present findings in both oral and written form.  
Basic skill in the operation of computers and software program applications authorized for use (including ACCESS, Excel, PowerPoint, and Word). Skill with data analysis software such as Epi-Info, STATA or SAS desirable, but not required.  
Proficiency in using online databases is required.  
Proven leadership, management, facilitation, coordination, interpersonal, and teamwork skills.  
Sound judgment, tact and diplomacy, and proven ability to work under pressure to meet project deadlines or dates for special events.

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](mailto: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.