

# **JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY**

February 2, 2015

**ANNOUNCEMENT #:** HR15-004

**OPEN TO:** All Interested Candidates

**POSITION:** **PUBLIC HEALTH SPECIALIST (ASSOCIATE DIRECTOR OF PROGRAMS)- RE-ISSUED**

**POSITION NO:** A11015

**OPENING DATE:** February 3, 2015

**CLOSING DATE:** February 17, 2015

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

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-03 to be confirmed by Washington)

\*Ordinarily Resident: GH¢64,096 p.a. (Starting salary)  
(Position Grade: FSN-12)

**LENGTH OF HIRE:** Indefinite

**NOTE: ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY**

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of **PUBLIC HEALTH SPECIALIST (ASSOCIATE DIRECTOR OF PROGRAMS)** in the Centers for Disease Control and Prevention Office (CDC) of the Embassy.

## **BASIC FUNCTION OF POSITION**

The incumbent serves as Associate Director of Programs for the Centers for Disease Control and Prevention (CDC)/Division of Global HIV/AIDS (DGHA) Ghana office. The incumbent assists the CDC Country Director in providing overall scientific and technical direction and supervision to the CDC Division of Global HIV/AIDS in Ghana and is responsible for overseeing the management of CDC Ghana cooperative agreements. The primary duties of the incumbent are to provide leadership for scientific, technical and programmatic activities; develop strategies and programs aimed at achieving the goals of the CDC Ghana office; supervise and conduct technical reviews of program proposals submitted to CDC-Atlanta; and supervise and monitor program implementation and financial management activities of CDC Ghana – activity/project managers. The incumbent collaborates closely and interfaces with Ghana Health Service, the National AIDS

and STI Control Program (NACP), the Ghana AIDS Commission (GAC), national and international academic institutions, other governmental agencies participating in the national response, Ghana USG/PEPFAR agencies, OGAC and CDC Atlanta, bi-lateral, UN Agencies and multi-lateral development partners, and funded implementing partners in matters relating to program development and support and financial management. Supervises and mentors two Technical Advisors (activity/project managers). The position contains a broad mix of functions including high level management and planning, staff supervision, in addition to scientific, technical and administrative functions.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent assists the Country Director in program planning and determination of overall goals and objectives. Provides assistance and guidance related to goals, objectives, plans, policies and implementation of programs. Develops and reviews program announcements and proposals that pertain to funding and implementation of program activities. Supports Country director and Deputy Director with specific information related to budget analyses for technical reviews, quarterly pipeline analyses, carryover funds and assists Activity Managers in completion of cost analyses, budgetary reviews and financial reviews in support of funding recommendations and strategies. Serves as Acting Director for technical/programmatic issues when required by the absence of the CDC Country Director and/or Deputy Director for management and Operations. Participates in decisions related to commitment of resources, including the hiring of personnel and allocation of funds.

The incumbent supervises the activities of the Activity managers/Technical Advisors as indicated in the organization structure, to ensure planned activities are carried out in a timely manner and participates in implementing partner site visits to ensure satisfactory technical and financial progress and compliance with regulations and policy. Serves as Principal Investigator (PI) for CDC Ghana program activities, coordinating program activities and providing leadership, direction and support to the efforts of the technical staff. Monitors program progress and performance of staff. Identifies problems in program implementation and initiates corrective action to improve program performance.

The incumbent oversee and manages CDC and PEPFAR Ghana Research and Strategic Information Agenda facilitating evidence based programming, implementation, monitoring and evaluation. Ensures the enhancement of the scientific quality of protocols, reports and manuscripts by the review of documents for targeted evaluations of program performance and outcomes. Provides expert advice and consultation on matters relating to HIV/AIDS program monitoring and evaluation, data management, HIV/AIDS surveillance and surveys, and other strategic information activities.

The incumbent collaborates with a broad spectrum of senior level professionals including Ghana government ministries, departments and agencies, universities and agencies, international organizations such as WHO, UNAIDS, UNICEF, UNFPA, DFID, GIZ, World Bank, Global Fund, USG agencies and other public and private organizations involved in HIV/AIDS prevention, care and treatment programs to ensure that all programmatic activities are consistent with and complimentary to the host government goals. Represents the organization at in-country meetings and at national, regional and international conferences. Writes and publishes articles in peer-reviewed journals, makes presentations at seminars, meetings and conferences, and other duties as may be required.

## QUALIFICATIONS REQUIRED

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

1. A Master's degree in Public Health or equivalent qualification relevant to health and HIV/AIDS program monitoring and evaluation, data management, HIV/AIDS surveillance and surveys and other strategic information is required.
2. (i) Public Health: At least seven (7) years of public health experience in developing countries is required, with an emphasis on HIV/AIDS.  
(ii) Strategic Information: Must have demonstrated experience in public health strategic information including experience program monitoring and evaluation, data management, disease surveillance and surveys, and health information systems.  
(iii) Management experience: Minimum 5 years management/financial management and supervisory experience is required.  
(iv) Documented experience working with program managers and policy makers at high levels is required.
3. Level IV English (fluency) is required. High degree of proficiency in both the written and spoken language. Language proficiency will be tested.
4. Expert knowledge of the theories, principles and concepts of epidemiology, infectious diseases and HIV/AIDS and TB that enables employee to serve as national or international expert in the field is required. Knowledge of the design, development and implementation of complex strategic information (SI) activities and projects in HIV/AIDS, TB or other infectious diseases is required. Incumbent must be able to produce high quality written reports and effectively use complex spreadsheets, database software and statistical software packages. Computer skills will be tested.
5. Must have outstanding ability to communicate, scientific and epidemiological principles in infectious diseases, particularly HIV/AIDS epidemiology, is required. Incumbent provides strong and sensitive leadership and guidance in operational research and HIV/TB prevention, care and treatment strategic information (SI) activities in Ghana. Exceptional skill in working with Ghana Health Service and the Ghana AIDS Commission senior leaders, clinic professionals, universities, and collaborating partners to establish and conduct strategic information activities for HIV/AIDS prevention and treatment programs is required. In addition, the incumbent will regularly provide public health advice and consultation as a national and internationally recognized expert. Must have demonstrated ability to coordinate between multiple projects and priorities and excellent time management skills.

## SELECTION PROCESS

When equally qualified, U.S. Citizen Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 (OR) 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 US Citizen EFMs who hold Family Member Appointment (FMA) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents (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.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a locally Employed Staff or Family Member (DS-174): **or**
2. A combination of both: Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*): **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 US Veteran 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.
6. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

3A. 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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle,

- Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

**NOTE:**

1. All applications must have the **Position Number** and **Position Title** identified.
2. All "Hard Copy"/printed applications must be submitted to the Mail Room at the Chancery. Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the [AccraHRO@state.gov](mailto:AccraHRO@state.gov) email address. **This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. <http://ghana.usembassy.gov/jobopportunities.html>**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTISED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

**SUBMIT APPLICATION TO:**

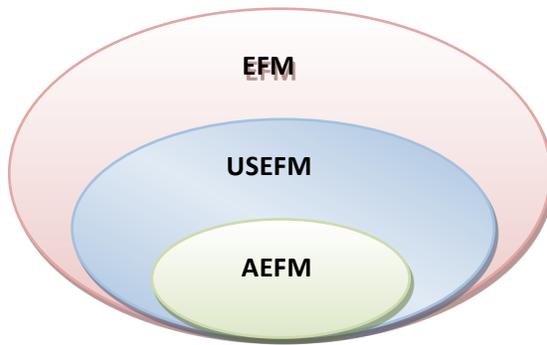
Human Resources Office  
Through the Mailroom, Chancery  
American Embassy, Accra  
P.O. Box GP194, Accra

**POINT OF CONTACT:**

Telephone: 0302-741000  
Fax: 0302-741389  
E-mail: [AccraHRO@state.gov](mailto:AccraHRO@state.gov)

To get a copy of this vacancy announcement, please log on to our website at:  
<http://ghana.usembassy.gov/jobopportunities.html>

## DEFINITIONS



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

1. **Eligible Family Member (EFM):** An individual related to a US 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: February 17, 2015**

*The US Mission in Accra, Ghana 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 U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The Equal Employment Opportunity (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.*