

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY

July 28, 2015

ANNOUNCEMENT #: HR15-034

OPEN TO: All Interested Candidates

POSITION: **PUBLIC HEALTH SPECIALIST (STRATEGIC INFORMATION ADVISOR)**

POSITION NO: A11010

OPENING DATE: July 28, 2015

CLOSING DATE: August 11, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-04 to be confirmed by Washington)

*Ordinarily Resident: GH¢52,421.00 p.a. (Starting salary)
(Position Grade: FSN-11)

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 (STRATEGIC INFORMATION ADVISOR)** in the Centers for Disease Control and Prevention (CDC) Office of the Embassy.

BASIC FUNCTION OF POSITION

Job holder is a program specialist and key public health technical advisor functioning at a project management level providing technical expertise primarily to the PEPFAR Ghana team and assistance to other participating partners that include the Ghana AIDS Commission (GAC) and Ghana Health Service (GHS), in the design , implementation and strengthening of HIV surveillance systems and the conduct of large , complex survey designed to measure HIV prevalence, incidence and other indicators of importance to evaluating the impact of HIV control programs in Ghana. S/he coordinates the design

and measures appropriate, high quality implementation and strengthening of monitoring systems and evaluation projects. The incumbent quantifies the progress towards targets set for PEPFAR and national HIV response which requires public health technical knowledge, results-oriented data analysis, advocacy and the ability to develop and maintain collaborative working relationships with USG partners and the host country government at both implementer and national levels. S/he represents the agency on Strategic Information (SI) issues at technical, policy and strategic planning meetings including meetings with collaborators and donors.

MAJOR DUTIES AND RESPONSIBILITIES

I. Program Management & Technical Assistance

75%

The job holder is responsible for planning designing and managing the SI component of the agency's strategic objectives/country operational plan. S/he works with host country government officials, international organizations, donors, non-governmental organization, partners, contractors and other USG agencies.

Monitoring:

The incumbent provides technical assistance for program evaluation activities that focus on priority issues and coordinate with other program offices to develop innovative monitoring tools, where needed and appropriate, this includes Data Quality Assessment tools. S/he works with the various entities to ensure activity work plans and monitoring plans include relevant and effective performance measures that together provide greater results and more accurate measurements; ensures data are properly collected, and that each indicator is an appropriate measure of its corresponding result. The job holder advises and develops training on the process of defining measureable indicators and targets for desired program results addressed by cooperating partners; assists partners in preparing their contribution to the monitoring portion of reports through regular consultations and specialized training; works with partners to ensure understanding of the performance monitoring system and their role in the process; advises on specific measurement techniques appropriate for programs and provides information to personnel of other USG agencies on M&E concepts, processes, design, training and practices.

Evaluation:

The incumbent assists the agency and partners with planning, designing and implementing their respective evaluation plans. S/he takes the lead in managing evaluations and supports findings of relevance for more than one activity. The job holder works closely with the host government to ensure that national-level data are available and reliable, and works on an inter-agency basis to ensure that USG results contribute to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are truly attributable to PEPFAR program interventions. S/he has primary responsibility for development of the M&E section of the agency's annual submission for future funding (Country Operational Plan-COP) and for submitting the semi-Annual and Annual Program Results (SAPR and APR).

Surveillance:

The job holder develops, implements, and monitors results of HIV/AIDS surveillance activities and surveys, including: HIV prevalence and recent infection rates through sentinel surveillance, antenatal clinic and STI clinics attendees and high-risk populations in the community; HIV and behavioral prevalence in general population through the Demographic and Health Survey (DHS) and the AIDS

Indicator Surveys (AIS) with HIV testing; behavioral prevalence among high-risk populations; and transmission of drug resistant HIV strains. S/he serves as the agency's primary point of contact for information related to design, implementation, analysis and reporting of results of surveys conducted by partners, and works with the government and other U.S. agencies to develop plans for new surveys and surveillance to meet the strategic information needs of the country and the USG. The job holder's advisory role also includes ongoing support for capacity building within the government (GAC and GHS) and other partners to improve existing data collection and analysis, interpretation and integration of data describing the HIV epidemic into the national response. S/he closely tracks health surveys of interest that are conducted by other public health entities and provides updated technical information to partners as it becomes available.

The incumbent works closely with agency staff across other HIV/AIDS technical program areas to make sure that data generated by USG-supported surveys and by the government surveillance system provides targeted information that can be used to support HIV/AIDS prevention, treatment and care program planning, policy development, advocacy, and impact evaluation. S/he works closely with CDC partners, scheduling site visits and meetings with representatives of each collaborating partner organization on a regular basis to ensure program results are achieved, and all SI programmatic activities pass through ethical review with the appropriate development and /or strengthening of appropriate data management systems that monitor health objectives agency authority. Incumbent works with SI colleagues and partners to call attention to activities where the development and/or strengthening of appropriate data management and indicators for HIV/AIDS prevention programs is needed. S/he analyses collected data related to overall SI services, summarizes and reports the findings of operational research to be used for reports or record, proposals, publications and for presentations at national and international meetings.

General Program Management

The incumbent carries out management responsibilities for cooperative agreements, grants and contracts associated with SI. S/he provides technical direction for proposals that result in a grant, contract and/or cooperative agreement for M&E programs. This ensures consistency with PEPFAR policies and host country policies and regulations.

II. Administrative Management

10%

The incumbent maintains files and records in the SI data collection specific to the activities/programs for which s/he is responsible. S/he is responsible for data integrity and security of information in the reporting databases that may relate to HIV/AIDS infection (particularly as related to named individuals). The job holder prepares and occasionally presents briefing for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits for and serves as spokesperson as required and serves as control officer for some site visits for agency and inter-agency PEPFAR senior-leveled officials.

S/he is responsible for providing oversight and monitoring the budgets allocated to SI implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, accruals.

Incumbent oversees the public health technical aspects in development of Scopes of Work, Funding Opportunity Announcement, Request for Application, or Annual Program Statement and reviews

applications, supplemental awards and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, s/he participates with implementing partners in the development of work plans for implementation of activities, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

III. Interagency Coordination

15%

As an expert on matters pertaining to Strategic Information programs, the job holder represents CDC Ghana at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies; briefs senior agency officials, PEPFAR country team and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties. S/he participates in inter-agency strategic planning and administrative meetings for purposes of discussion and developing evaluation targets for furthering the program. Such meetings may include representatives of other USG PEPFAR implementing agencies (USAID, Department of State, Department of Defense and Peace Corps).

Incumbent serves as chair or rotating chair on inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency SI activities in Ghana. S/he serves on intra – and inter- agency PEPFAR working groups and projects, frequently taking the project lead role.

The job holder assists the government in preparing and disseminating white papers, presentations and peer-reviewed journal articles as well as writing national policy documents, when requested. As a consultant, s/he represents PEPFAR in the area of program SI/M&E and attempts to influence other collaborative organizations engaged in HIV/AIDS preventive programs to adopt appropriate SI/M&E strategies for their program activities. S/he prepares verbal briefings, presentations and written reports for agency leadership and staff as well as other interested parties on the progress of the country PEPFAR-funded M&E program activities.

On behalf of the CDC Director, incumbent may participate with other PEPFAR professionals on in-country committees for monitoring and evaluation issues. Based on information received in the national committees, job holder may recommend revisions to the agency and PEPFAR team program policies and guidelines for SI.

Incumbent will be required to perform other duties as assigned by the agency that expand coordination and capacity building with host country national institutions and partners.

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 (or host country equivalent) in Public Health or epidemiology, statistics or behavioral science is required.
2. A minimum of five years progressively responsible, professional-level experience working as Monitoring and Evaluation/Strategic Information (M&E/SI) Specialist in a health/medical

research organization, university or public health program implementation agency is required. One additional year of experience at the managerial level is required.

3. Level IV English (fluency) is required. High degree of proficiency in both the written and spoken language including ability to translate. On occasion, job holder may need to act as an interpreter. Language proficiency will be tested.
4. Strong knowledge of monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and data usage is required. Good knowledge of data management processes and tools including web-based data management systems is required. High level of competency in managing data information and evaluations on large scale health or HIV/AIDS activities required. Working knowledge of the objectives and operations of the USG or program activities of other international donor organization is required. In-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of HIV/AIDS programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisition is required.
5. Strong oral and written communication skills are required to develop and maintain effective, sustainable working relationships in national and international working partners and to prepare required written reports. Strong leadership skills are required to lead results driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of survey indicators and monitoring systems, evaluation designs, use of reliable and valid instruments, field experience in data collection, and methods in data analyses. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS M&E programs to adopt appropriate strategies for their program activities. Intermediate user level of processing, spreadsheets and databases is required. Strong skills in interpretation of programs monitoring and evaluation data are required.

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 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:

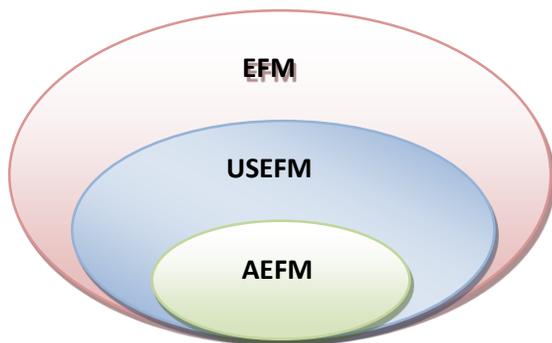
Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra

POINT OF CONTACT:

Telephone: 0302-741000
Fax: 0302-741389
E-mail: AccraHRO@state.gov

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: August 11, 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.