

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY

August 12, 2014

ANNOUNCEMENT #: HR14-029

OPEN TO: All Interested Candidates

POSITION: **PEPFAR COUNTRY COORDINATOR**

POSITION NO: A11014

OPENING DATE: August 12, 2014

CLOSING DATE: September 9, 2014

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 p.a. (Starting salary)
(Position Grade: FSN-11)

LENGTH OF HIRE: Indefinite

NOTE: ALL UNITED STATES (U.S.) AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF UNITED STATES GOVERNMENT(USG) EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS 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 **PEPFAR COUNTRY COORDINATOR** in the Executive Office of the Embassy.

BASIC FUNCTION OF POSITION

Under the direction of the Ambassador or his/her designee, the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) Country Coordinator provides leadership and coordination in implementing the USG HIV and AIDS strategy for Ghana, consistent with PEPFAR goals and resources. The Country Coordinator will act as the USG focal point in all PEPFAR Ghana related matters.

The incumbent's work consists of broad program management of the multi-faceted PEPFAR function to develop, facilitate, and monitor in-country HIV/AIDS prevention, treatment, and care plans; to serve as the key coordinator and facilitator of the USG interagency team implementing PEPFAR activities in the areas of HIV/AIDS prevention, treatment, care, and health systems

strengthening; and to address issues, concerns, etc. associated with services for vulnerable populations, training and volunteers, and health care human capacity development. The Country Coordinator assists the U.S. State Department Office of the Global AIDS Coordinator and PEPFAR implementing agencies with planning, developing, directing, and controlling key functions of a major program with international scope.

The Country Coordinator's portfolio involves the full range of roles and responsibilities associated with broad program management to include accountability for the success of the aforementioned functions; the monitoring and oversight of operations to deliver, measure and evaluate accomplishments and/or progress to date, and to highlight successes and to identify reasons for shortfalls; to adjust, should such action be necessary, to achieve program goals; the development and maintenance of internal control systems to ensure that human, financial, technological and material resources are safeguarded against waste, fraud, unauthorized use or misappropriation; etc.

S/he leads the USG PEPFAR interagency team in Ghana in the conception, formulation, and recommendation of initiatives in response to the epidemic profile in Ghana; coordinates and facilitates PEPFAR implementing agencies in the restructuring, reorienting and recasting of immediate and long range goals, objectives, plans and schedules to meet substantial changes in policy, legislation, program authority and/or funding; establishes appropriate controls to ensure the integrity-financial, technical, and operational of all HIV/AIDS prevention, treatment, and care programs implemented pursuant to the PEPFAR; and will decide, in consultation with the U.S. Embassy leadership and PEPFAR implementing agencies, how best to direct the funds allocated to the country for successful program impact.

The Country Coordinator will provide leadership and technical direction to the USG interagency team in the development and implementation of all strategic information (SI) and monitoring and evaluation (M&E) activities to meet the needs of PEPFAR; and will aid in assuring the accountability of PEPFAR and other HIV/AIDS programs supported by the USG to Administration officials, Members of Congress, and the general public through the development and communication of appropriate statements, reports, and representation. S/he will be responsible for the coordination and linkage of USG bilateral assistance with other bilateral donors, non-governmental organizations, and international multilateral organizations engaged in the fight against the global HIV/AIDS pandemic, including the World Health Organization (WHO) and the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund). In collaboration with the USG interagency team, the Country Coordinator will devise and maintain appropriate management and internal control systems to ensure that all resources are safeguarded against waste, fraud, unauthorized use of misappropriation; obligation incurred comply with applicable laws and regulations; and revenues and expenditures are promptly recorded and accounted for in accordance with Departmental procedures.

QUALIFICATIONS REQUIRED

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

1. Postgraduate degree (Masters) in public health, public administration, international development, nursing, medicine, health services administration or similar health related discipline, with formal training in public health program management is required.
2. Five years of progressively responsible experience in managing public health or development programs in the developing country context is required.
3. S/he must have expertise in planning and managing expenditure levels and funding pipelines, developing budgets, and managing funding flows to implement a program. Specialized and demonstrate knowledge of the principles, practices, methods, and

techniques of management of public health or other programs, especially in resource poor settings. S/he must have knowledge and demonstrated capability in facilitation and coordination of organizations or agencies with varied organizational culture and core competencies towards the achievement of common goals; must have knowledge of the culture, socio-cultural norms, and the public health capacities in-country; and must have knowledge of the operations and capacities of other donor governments, international multilateral organizations, and non-governmental organizations involved in the fight against the global HIV/AIDS pandemic.

4. Ability to demonstrate managerial, administrative and analytical skills; excellent collaborative leadership skills with competency in facilitation and negotiation between various stakeholders resulting in measurable, positive outcomes; ability to establish and maintain working relationships at all levels throughout the management, medical, scientific, public, and private sectors of the broad HIV/AIDS response community to gather and exchange information and negotiate proposals and initiatives; and ability to maintain relationships with the Government of Ghana at the highest levels, including representatives of the Ghana AIDS Commission and the Ghana Ministry of Health. Ability to provide timely expert advice and consultation to executive and senior level management officials regarding the appropriate investment of U.S. resources in the prevention, treatment and care of HIV/AIDS.
5. Level IV English (fluency) is required. High degree of proficiency in both the written and spoken language. Language proficiency will be tested.
6. Advanced skills in verbal and written communication to review and present analyses, provide guidance, solicit information, defend proposals, and negotiate agreements.

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 EFM's 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:

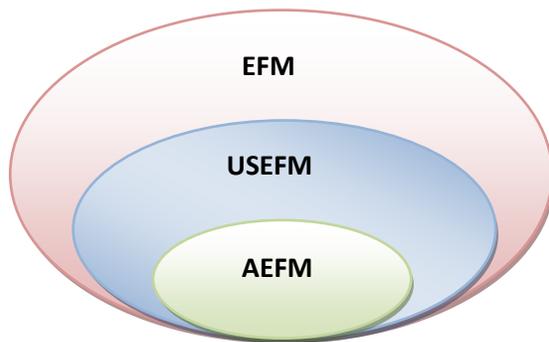
Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra

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: September 9, 2014

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.