

**U.S. MISSION CONAKRY- GUINEA**  
**ANNOUNCEMENT NUMBER: 2016-007**

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Michael Lipsett/Acting Management Officer

**OPEN TO:** ALL INTERESTED CANDIDATES/ALL SOURCES

**POSITION:** CDC PUBLIC HEALTH SPECIALIST (Infection Prevention Control)

**TYPE OF HIRE:** Fixed Term Not to Exceed 2 years from the date of employment

**OPENING DATE:** February 03, 2016

**CLOSING DATE:** February 17, 2016

**WORK HOURS:** FULL-TIME; 40 HOURS/WEEK

**SALARY:** \* Ordinarily Resident (OR) in Guinea: 129,363,472 \* GNF P.A. (position grade FSN-10)

EFMs and Not-Ordinarily Residents: Position grade FP-5; salary is in US dollars based on US pay plan. (Final grade/step for EFMs/NORs will be determined by Washington, D.C.).

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**The U.S. Embassy in Conakry, Guinea is seeking an individual for the position of CDC PUBLIC HEALTH SPECIALIST (Infection Prevention Control)**

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4178/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

**PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

**A BASIC FUNCTION OF POSITION**

The incumbent serves as an infection prevention and control (IPC) specialist providing technical assistance to the Ministry of Health (MOH) and in-country partners to plan, implement, and evaluate activities related to IPC. The incumbent will assist the MOH in partner coordination, organization of technical working groups, and long term strategic planning. Assists host country and other stakeholders with developing and implementing practices and policies to improve prevention, investigation, monitoring and reporting of

the spread of diseases in health care facilities following national guidelines. The job includes education of healthcare workers regarding infection control protocols and policies. Works with MOH and key technical partners to develop and promote the implementation of an IPC monitoring and evaluation (M&E) plan, and provide on-going technical support for IPC data collection and analysis. Represents CDC-Guinea at technical, policy, and strategic planning meetings related to IPC, including meetings with collaborators and donor agencies.

**QUALIFICATIONS REQUIRED:**

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

**a. Education:**

Bachelor's degree in Medical Sciences or related sciences, or nursing degree.

**b. Prior Work Experience:**

Minimum of five years progressively responsible work in care of persons with infectious diseases. Additional two years of experience interacting with subordinates and professional staff from other institutions or organizations. This experience should also include working with the Ministry of Health, the Guinea public health system, and/ or with NGOs in a management or advisory capacity.

**c. Language Proficiency:**

Level III (Good working knowledge – speaking/reading/writing) in English is required.

Level IV (fluency – speaking/reading/writing in French is required.

Language proficiency will be tested.

**d. Knowledge, Skills and Abilities:**

A thorough knowledge of Ebola Virus Disease (EVD) and other infectious diseases is required, as is knowledge of EVD-related counseling, infection prevention and control, and public health surveillance and information systems. Must be able to develop and adapt international guidance/standards to the local situation to assist the MOH develop appropriate policies, protocols and detailed guidelines in the absence of specified procedures. A knowledge of computers, including Microsoft Office Suite, word processing, and e-mail is required. The incumbent must possess knowledge of host country specific health delivery systems. Working knowledge of the objectives and operations of the United States Government, or the program activities of other international donor organizations, is required. In-depth specialist knowledge of USG public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of public health disease programs is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required. A demonstrated ability to work effectively with persons at all levels of the public health system is also required. Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with other

USG, host country, national and international working partners and to prepare required written reports.

### **ADDITIONAL SELECTION CRITERIA**

1. CDC 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. Employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a valid security clearance and medical 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 Family Member (DS-174), which is available at [http://conakry.usembassy.gov/job\\_opportunities.html](http://conakry.usembassy.gov/job_opportunities.html) or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
3. Any other documentation (e.g essays, certificates, awards) that addresses the qualification requirements of the position as listed above

### **SUBMIT APPLICATION TO**

#### **Physically at :CDC OFFICE**

CDC-GUINEA  
Immeuble IFES (Ancien USAID)  
Juste à coté de la Clinique Ambroise Pare  
Porte Verte, 2eme Etage Porte a Gauche  
Conakry, Guinea Republic

**Electronically at :** [ConakryHR-CDC@state.gov](mailto:ConakryHR-CDC@state.gov)

### **POINT OF CONTACT**

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

**CLOSING DATE FOR THIS POSITION: February 17, 2016**

The U.S. Mission in Conakry 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.