

U.S. MISSION CONAKRY- GUINEA
ANNOUNCEMENT NUMBER: 2016-003

Irvins Hicks/Management Counselor

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: CDC PUBLIC HEALTH PROGRAM (PUBLIC HEALTH SPECIALIST
BORDER HEALTH ADVISOR)
FSN-10*

TYPE OF HIRE: TEMPORARY

OPENING DATE: JANUARY 12, 2016

CLOSING DATE: FEBRUARY 02, 2016

WORK HOURS: FULL-TIME; 40 HOURS/WEEK

SALARY: * LCP: 129,363,472 * GNF P.A.
(POSITION GRADE: FSN-10)

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 Program (Public Health Specialist Border Health Advisor).

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

Job holder serves as border health (BH) providing technical assistance to the Ministry of Health (MOH), Ministry of Transportation (MOT), and other Ministries responsible for identifying designated border posts and assessing health security risks. Job holder assists host country government and other stakeholders with developing and implementing practices and policies to improve prevention, investigation, monitoring, reporting and control of the spread of communicable disease across borders; provides support related to other public health emergencies of international concern per the international Health Regulations (IHR) of 2005. Incumbent represents CDC-Guinea at

technical, policy and strategic planning meetings related to border health, including meetings with collaborators, donors, and international public health agencies. Job holder reports to Epi/Surveillance Officer.

MAJOR DUTIES AND RESPONSIBILITIES: 100 % OF TIME

Technical Assistance (65%)

Job holder serves as the in-house expert on strengthening border health security, mitigating risks and building local capacity. Provides scientific advice and technical assistance to host government and partner organizations for border health-related activities by developing and coordinating the sharing of border health informational materials to improve procedures and policies in planning for and responding to communicable diseases.

Incumbent makes recommendations, develops and implements policies to improve prevention, investigation, control, monitoring and reporting of the spread of diseases across international borders. In close collaboration, CDC-Guinea and headquarters staff, and local Epidemiologist and Surveillance Specialists, ensures that border health considerations are integrated into CDC surveillance activities and are considered by host nation for implementation as part of their national strategy.

Job holder recommends policies to improve core capacities at designated international ports of entry to meet IHR requirements and to improve prevention, investigation, control, monitoring and reporting of the spread of diseases at these ports.

Serves as a resource in capacity building by developing and conducting training programs for staff, epidemiology trainees, and other personnel from MoH and partners on border health and points of entry. Collaborates with personnel from the MoH, port authorities, and other partners in the design, implementation and evaluation of exercises or drills intended to assess preparedness and response activities at points of entry.

In close collaboration with Monitoring and Evaluation Specialist and CDC headquarter counterparts, develops and promotes the implementation of border-related monitoring and evaluation (M&E) plan to provide on-going technical support for border health.

Interacts with public health officials and provides feedback to key stakeholders to demonstrate border control successes or improvement opportunities. Participates in border-related surveillance activities to ensure data are submitted, analyzed and reported within required time frames. Works with regional counterparts and other CDC offices to coordinate regional surveillance activities, establish national or sub-national cross-border information sharing agreements if needed, and implement national cross border exchange of surveillance information.

Program Management (25%)

Job holder oversees technical aspects of border health cooperative agreements by developing the Scope of Work, Funding Opportunity Announcement, Request for Application, or Annual Program Statement; reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, oversees technical performance of cooperating partners/contractors, carries out technical reviews, reviews progress,

Other duties as assigned

(5%)

Incumbent will be required to perform other duties as assigned by the agency.

B QUALIFICATIONS REQUIRED

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

a. Education:

Master's degree, or Guinea equivalent degree post-graduate degree qualification in nursing, medical Sciences or Public Health is required.

b. Prior Work Experience:

A minimum of five years progressively responsible work in nursing, medicine, or public health, including experience working in a public health or development related public or non-governmental organization is required.

c. Language Proficiency (Level and specialization):

Level III (good working knowledge) in English and level IV (fluency – speaking/reading/writing) in French are required.

d. Knowledge, Skills and Abilities:

Job Knowledge: A thorough knowledge of infectious diseases is required, as is knowledge of epidemiology and public health surveillance and information systems. Must be able to develop appropriate policies, protocols and detailed guidelines in the absence of specified procedures. The incumbent must possess knowledge of host country-specific health delivery systems. Working knowledge of the objectives and operations of the USG, 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 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 requisitions is required.

Skill and abilities: Must possess the sensitivity and maturity to deal appropriately with issues related to Ebola virus disease (EVD) along with other emerging disease health threats and border health. A demonstrated ability to work effectively with persons at all levels of the public health system is also required. Intermediate user level of word processing, spreadsheets and databases is required. Keyboarding skills that include both speed and accuracy are required. A facility to work with mathematical calculations for purposes of reporting is required.

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 or
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

POINT OF CONTACT

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

CLOSING DATE FOR THIS POSITION: February 02 , 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.