



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 15-070

OPEN TO: All Interested Candidates

POSITION: Public Health Specialist (Treatment), FSN-550-12,
CDC-DLA-037 (Personal Services Agreement)

OPENING DATE: October 08, 2015

CLOSING DATE: October 23, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-03
Ordinarily Resident (OR) - Grade: FSN-12*
*Starting salary will be determined on the basis of qualifications and
experience, and/or salary history.

ALL NOT ORDINARILY RESIDENT (NOR) APPLICANTS (See Definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)

The U.S. Embassy in New Delhi is seeking an individual for the position of Public Health Specialist in the Centers for Disease Control and Prevention (CDC) Office.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTION OF POSITION

The incumbent will serve as a senior project manager and the key public health advisor on treatment to the official in charge of the Care & Treatment Branch and provide comprehensive public health technical, administrative, and managerial advice and assistance in support of treatment activities provided under the President's Emergency Plan for AIDS Relief (PEPFAR) which includes day-to-day program management and development, monitoring, reporting, and close collaboration with PEPFAR partners to ensure implementation is carried out in accordance

with program strategic objectives and internationally recognized best practices in treatment. Represent CDC India on AIDS treatment issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

Performs the following duties, though not limited to:

Program Management for PEPFAR Treatment Projects:

- Incumbent will serve as a public health expert and technical advisor for the development, implementation, and monitoring of USG-supported HIV/AIDS treatment activities.
- Job holder will work as a Treatment Program technical advisor to the host country Ministry of Health, partners, and non-governmental organizations (NGOs) in the implementation of Treatment programs and activities through one or more PEPFAR grants/cooperative agreements and contracts, as well as partners funded by the government or Global Fund as indicated.
- Provide technical evaluation of assigned proposals for treatment programs of PEPFAR partners and working with representatives to make sure that most current treatment protocols are included and recommend amendments/approval to supervisor. Provide technical guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to be consistent with PEPFAR policies and guidance and host country policies and regulations.
- Job holder has to work closely with host government Ministry of Health and other ministries as appropriate, international organizations and non-governmental organizations, and also private sector providers to make sure PEPFAR treatment programs are being carried out as designed. Recommend procedural modifications as warranted to align with treatment protocols with contacts to medical staff to provide updated information on treatment of HIV/AIDS patients.
- Monitor activities by each partner organization on a regular basis to ensure goals and objectives are being met, treatment protocols are followed. This involves periodic site visits and meetings with representatives of each organization to review progress and provide updated technical information
- Review and give feedback on all data generated by partners on a quarterly/semi-annual basis and conduct regular training sessions to ensure staff are up-to-date with treatment protocols.
- Collaborate with local partners to make sure that program results are achieved and that all appropriate programmatic activities and study protocols meet human subject requirements and pass through ethical review with the appropriate agency authority.
- Serve as a project officer and main point of contact for Treatment branch cooperative agreements and contracts. Once agreement is in place, oversee performance of cooperating partners/contractors, carry out technical reviews, review progress, identify potential issues, and inform supervisor recommending actions for amelioration.

Program Administration:

- Responsible for providing oversight and monitoring the budgets allocated to Treatment implementing/cooperative agreement partners within the job holder's portfolio. This include 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.

- Responsible for developing evaluation strategies in order to collect data and prepare reports as required on monthly, quarterly, and annual basis.
- Prepare briefings for VIP visitors, participate in making arrangements for visits and serve as a spokesperson as required on matters within his/her technical expertise.
- Prepare regular and ad hoc reports on progress of each PEPFAR treatment partner activities.

Interagency Coordination:

- Work as a regional and international expert on matters pertaining to HIV treatment and represent CDC/India at technical, policy, and strategic planning meetings, including meetings with collaborators and donor agencies.
- Represent the agency in discussing and developing financial commitment proposals for HIV treatment programs and administrative and strategic planning meetings.
- Participate in internal and interagency technical working group to ensure adherence to internationally accepted/directed standards for treatment of AIDS patients.
- Serve as the primary liaison between the Department of Health and the interagency PEPFAR working group in country on all areas related to HIV treatment with providing technical expertise and guidance to HQ and other country teams.
- Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to NewDelhiVacancies@State.gov.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered. It is recommended that you attach a supplemental statement specifically addressing the following requirements).**

1. Doctoral level degree either in these disciplines: Doctor of Public Health (DrPH) or Doctor of Medicine (MD) or Bachelor in Medicine, Bachelor in Surgery (MBBS), Doctor of Philosophy (PhD) or host country equivalent degree in medicine, nursing, public health, epidemiology, behavioral or social sciences field.
2. Minimum six years of mid-to-senior level public health experience in developing, implementing, and evaluating HIV/AIDS treatment programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required. Out of which one year of managerial level experience handling multiple staffing is required.
3. A Level IV (Fluency) in English and in Hindi is required (Speaking/Reading/Writing). **(When applying for the position, please indicate your level of proficiency for these languages).**
4. Demonstrated experience using computer software programs such as word processing, spreadsheets and databases is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 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 U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs and 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 applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Must answer all the questions in DS-174 application form.

http://newdelhi.usembassy.gov/job_opportunities.html **or** (see below)

2. A current resume or curriculum vitae that provides the same information found on the Universal Application for Employment; **or** (see below)

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus** (see below)

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans 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.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office (Recruitment Team)
Shantipath, Chanakyapuri
New Delhi 110 021

or

FAX: 2419-8056

or

E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/8369

Please insert **15-070** (Vacancy Announcement Number) in the Subject of the E-mail NewDelhiVacancies@State.gov. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

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

- U.S. 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 U.S. Citizen.

5. **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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: (October 23, 2015)

The U.S. Mission in New Delhi 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.