



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 15-003**

**OPEN TO:** All Interested Candidates

**POSITION:** Public Health Specialist (02 positions), FSN-550-12,  
CDC/DLA-031& CDC/DLA-032  
(Personal Services Agreement)

**OPENING DATE:** February 10, 2015

**CLOSING DATE:** February 24, 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 ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE  
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking two individuals 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 FUNCTIONS OF POSITION**

Serve as a senior public health technical advisor to the Director for Global Disease Detection (GDD), Centers for Disease Control and Prevention (CDC) program in India. The incumbent will share oversight responsibilities for the development and implementation of public health-related technical program activities and has direct responsibility for day-to-day coordination of activities that implement or support the GDD program activities.

Performs the following duties, though not limited to:

## **Program Management:**

- Serve as public health technical analyst and advisor to the Director in developing and formulating new programs and initiatives that are in accordance with CDC public health program goals, objectives, and policies. This includes playing a lead role in strategic planning, project development and implementation of the program activities.
- Must stay abreast of changes in the host country public health infrastructure, advising agency management on observed strengths, weaknesses and opportunities.
- Conduct frequently meetings with in-country mid- to senior-level host government health professionals and program directors, as well as program counterparts in non-governmental organizations, private sector, and international organizations.
- Responsible to condense the information gathered, analyze in-country needs and opportunities against GDD program strategic objectives and advises senior management on how best to deliver in-country public health products and services that reflect international standards and host country policies and regulations for such programs.
- Take the lead in managing the life cycle of GDD programs for which the program is responsible. This requires close cooperation with implementing and/or cooperative agreement partners, facilitation during implementation, frequent monitoring and, in liaison with the Strategic Information unit, evaluating partner performance against desired results that are in accordance with standard guidelines and protocols.
- Ensure that program requirements of the grants, contracts and/or cooperative agreement are correctly followed and according to USG and international program standards for patient care.
- Serve as designated Technical Officer for specific GDD programs. Work closely with the office of Management and Operations in preparing all budget information and monitors obligations, expenditures, pipeline and mortgages, making sure that appropriate levels of funding are available.
- As a primary public health technical liaison, the incumbent will be a key source of keeping host government public health contacts and non-governmental health program counterparts informed about new GDD initiatives, policies and procedures. Job holder provides timely technical updates that are useful to partners and counterparts in the implementation of GDD program activities in India.

## **Administrative Management:**

- Responsible for providing oversight and monitoring the budgets allocated to 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.
- Maintain files and records in the data collection specific to the activities/programs for which incumbent is responsible.
- Prepare and present briefings for VIP visitors, participate in making arrangements for visits and serve as spokesman as required on matters within technical expertise. In coordination with the supervisor, serve as control officer for site visits to GDD program activities various officials.
- 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](mailto: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)**

1. Doctoral level degree either in these disciplines: Doctor of Public Health (DrPH) or Doctor of Medicine (MD) or Doctor of Philosophy (PhD) or host country equivalent degree in medicine, public health, epidemiology, behavioral or social science field is required.
2. Seven years of progressively responsible work experience in public health sector handling public health projects is required. Out of which two years of managerial level experience handling multiple staffing is required.
3. 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 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. Please note: Must answer all the questions in DS-174 application form.

[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**
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**
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.

## **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](mailto:NewDelhiVacancies@State.gov)

## **POINT OF CONTACT**

Telephone: 24198227/8369/8908

Please insert **15-003** (Vacancy Announcement Number) in the Subject of the E-mail. 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, and 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).

**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
- 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

**CLOSING DATE FOR THIS POSITION: (February 24, 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.