

VACANCY ANNOUNCEMENT

(Announcement No. 16/26)

OPEN TO: All Interested Candidates
POSITION: **USAID Development Assistance Specialist, FSN-11**
OPENING DATE: June 22, 2016
CLOSING DATE: July 07, 2016
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual grade and salary will be based on the qualifications of the applicant.

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

The U.S. Embassy in Vientiane is seeking an individual for the position of **USAID Development Assistance Specialist** in the U.S. Agency for International Development (USAID)/Country Office.

BASIC FUNCTION OF POSITION

The Development Assistance Specialist (Health Program Advisor) provides technical assistance for all United States Agency for International Development (USAID) health programs in Laos and represents USAID at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Working under the supervision of the USAID Health Program Manager, the incumbent will help design, manage, and coordinate the Regional Development Mission for Asia (RDMA) health program activities. S/he performs the full range of administrative, logistical, and financial management functions required for the successful execution of all health programs in Laos, working in close coordination with Embassy Management such as General Services Office (GSO), Public Affairs, and Centers for Disease Control and Prevention (CDC). The incumbent develops country specific plans and regular health reports related to all health portfolio to include writing briefing materials, protocols, reports and other correspondence related to USAID activities. S/he provides sound, expert advice and counsels the USAID Health Program Manager on the credible orchestrations of events and activities that occur regarding health events in Laos.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Master of Public Health (MPH), Master of Science Public Health (MSHP) Degree or host country equivalent in medicine, nursing, public health, epidemiology, health policy, behavioral or social science field is required.
- 2. Prior Work Experience:** A minimum of five (5) years of progressively responsible experience in developing, managing, implementing, directing, or evaluating public health programs in Laos and/or Southeast Asia with a government agency or other international, local or donor organization is required.
- 2. Post Entry Training:** The incumbent will be expected to possess the necessary technical expertise in public health, maternal and child health, and prevention and control of infectious diseases and possess an understanding of the social, economic and cultural determinants and implications in Laos. S/he will have the experience and skills required to help formulate the

U.S. Government position on public health concerns as a key representative of the USAID/RDMA. The incumbent will possess professional level technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: 1) USAID specific Agreement/Contracting Officer's Representative (A/COR) responsibilities/duties; 2) USAID specific activity management and procurement systems; and 3) USAID-sponsored training in Programming Foreign Assistance (PFA) and Project Design and Activity Management (PDM). Organized formal training (both internal and external) determined to be in direct support of activities management may be provided from time to time depending on the availability of program funds

- 3. Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speaking/read): Level V excellent written and oral proficiency in Lao and Level IV strong speaking, reading and writing in English are required.
- 4. Knowledge:** Expert and authoritative knowledge of health sciences. Demonstrated expertise and achievement in management and review of complex aid programs and activities. Knowledge of Laos Government policy with understanding of related economic, political, social and cultural issues in development. Understanding of public health system context of Laos as it pertains to health service delivery, public health programming, health policy and key stakeholders. The incumbent must keep abreast of evolving guidelines and policies which affect overall health development and system strengthening outcomes within the Laos context.
- 5. Skills and Abilities:**
 - Ability to analyze complex, novel, and/or sensitive programs and situations and apply a complex body of knowledge, laws, and precedents to make decisions and recommendations.
 - Program management skills with supporting skills in financial management, contract management, communication, negotiation and representation.
 - Ability to work autonomously, prioritize workload, assume responsibility for work, and produce high quality work under pressure with a positive attitude, as part of an in-country or regional team.
 - Ability to deal with high-level officials and other representatives in providing technical advice, negotiating agreements, and explaining complex regulations and laws.
 - Organize and present technical information in concise written and oral form, particularly for non-health audiences.
 - Demonstrate strong quantitative and analytical skills through obtaining, analyzing, and evaluating a variety of data.
 - Strong interpersonal skills, sound leadership and people management skills in a multicultural environment.
 - Effective oral and written communication skills in English and in Laos.
 - Excellent computer literacy, including knowledge of Microsoft software products, and strong Excel skills.
 - Ability to lead and contribute to strategic planning, budget formulation, monitoring, evaluation, and policy dialogue.
 - Capacity to provide public health technical leadership, results-oriented analyses, advocacy, and constant and clear communication with Laos officials from the Ministry of Health and other appropriate Ministries and their line ministries, non-governmental organizations (NGOs), and other donor organizations.

- Demonstrated ability to contribute to national and sub-national level health sector development, and donor coordination.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to pass the local security background investigation.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as Locally Employed Staff or Family Member (DS-174); Download the form at: http://laos.usembassy.gov/job_opportunities.html; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **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-214 with their application. Candidates who claim 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

Human Resources Office
American Embassy
Thadeua Road, Somvang Tai Village

PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)
E-mail: VientianeHRO@state.gov

POINT OF CONTACT

Telephone: 856-21-487000
Fax: 856-21-488002

CLOSING DATE FOR THIS POSITION: July 07, 2016

The U.S. Mission in Vientiane 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 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.