

## VACANCY ANNOUNCEMENT

(Announcement No. 12/32)

**OPEN TO:** All interested candidates  
**POSITION:** **Public Health Specialist (HIV/AIDS), FSN-11**  
**OPENING DATE:** August 24, 2012  
**CLOSING DATE:** September 10, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Actual salary will be based on the qualifications of the applicant.

**NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND 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 **Public Health Specialist (HIV/AIDS)** in the Centers for Disease Control and Prevention (CDC).

### **BASIC FUNCTION OF POSITION:**

The incumbent serves as a Medical Epidemiologist implementing program activities in the field of HIV/AIDS/TB. Job holder is a HIV/AIDS program manager and public health technical advisor. The main duties of the incumbent are to initiate, conduct, and oversee complex HIV/AIDS program activities including the prevention, care, control and treatment of HIV/AIDS as well as surveillance activities. Job holder's responsibilities include an active technical advisory role to the Ministry of Health and implementing partners, day-to-day program and administrative management, and coordination and collaboration with other PEPFAR agencies to ensure project implementation addresses program strategic objectives and U.S. and host government national and international public health standards and best practices.

*(Please contact Embassy HR Office for full Position Description if needed)*

### **QUALIFICATIONS REQUIRED:**

- 1. Education:** Doctoral level degree (Doctor of Public Health (DrPH), 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. Prior Work Experience:** Five years of mid-to-senior level public health experience developing, implementing and evaluating HIV/AIDS programs or other relevant HIV/AIDS public health programs that involve coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level with multiple staff is preferred.
- 3. Language Proficiency:** Level IV (fluency – speaking/reading/writing) English and Lao are required.
- 4. Job Knowledge:** In order to support the host government and implementing partners in the development and strengthening of effective services for those who are infected or at risk, a cross-cutting professional knowledge foundation in HIV/AIDS activities is required. This would include detailed knowledge of current HIV/AIDS issues, behaviour change, counselling, care, testing and clinical interventions related to HIV treatment. Detailed knowledge of the host government health care system and structures including familiarity with Ministry of Health policies, program priorities and regulations is required. Detailed specialist knowledge of agency HIV/AIDS public health programs, policies, regulations and precedents applicable to the development and administration of national/international

public health programs funded by PEPFAR 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 in support of memoranda of understanding and cooperative agreements is required.

**5. Skills and Abilities:** Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to accomplish reporting requirements. Strong managerial skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. The incumbent will be expected to exercise considerable ingenuity and tact in applying PEPFAR guidelines to HIV/AIDS public health settings, as the programs are highly complex and can be threatening to stakeholders. The ability to influence other collaborative organizations engaged in health programs to integrate appropriate strategies for improving the programs for the HIV/AIDS infected and affected is an important skill required for this position. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills in interpretation of program monitoring and evaluation data are required. This would include the ability to understand and synthesize numerical data.

#### **HOW TO APPLY**

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: [http://laos.usembassy.gov/job\\_opportunities.html](http://laos.usembassy.gov/job_opportunities.html)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy  
Rue Bartholonie, That Dam  
PO Box 114, Vientiane, Laos  
(Hardcopy or e-mail attachments are accepted)

#### **POINT OF CONTACT**

Telephone: 856-21-267176  
Fax: 856-21-267140  
E-mail: [VientianeHR@state.gov](mailto:VientianeHR@state.gov)

Interested persons should contact Embassy Human Resources Office for more information. Blank application forms may be picked up from the cabinet inside the Embassy entrance.  
Only shortlisted candidates will be notified.

**CLOSING DATE FOR THIS POSITION: September 10, 2012**

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