



**American Embassy Maputo**  
**Mission Mozambique Vacancy Announcement No. 013/12**  
**DATE: April 6, 2012**

**An Equal Opportunity Employer**

**Open To:** All Interested Candidates

**Position:** Cooperative Agreement and Contract  
Support Specialist  
FP-5; FSN-9

**Location:** Centers for Disease Control and  
Prevention (CDC), U.S. Mission  
Maputo

**Opening Date:** April 9, 2012

**Closing Date:** April 23, 2011

**Work Hours:** Full Time; 40 hours/week

**Salary:** Not-Ordinary Resident (NOR):  
Position Grade: FP-5  
Starting at US\$50,043 per annum  
Ordinary Resident (OR):  
Position Grade: FSN-9  
Starting from US\$29,954 per annum

**This position is being re-advertised. Please cross-reference Vacancy Announcement # 053/11 dated December 12, 2011.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.

The U.S. Embassy in Maputo is seeking one individual for the position of Cooperative Agreement and Contract Support Specialist at the Centers for Diseases Control and Prevention (CDC) - Global AIDS Program (GAP) Mozambique.

**BASIC FUNCTION OF POSITION**

Incumbent reports to the Senior Technical Public Health Advisor (Tech PHA) and serves as an advisor to the CDC Deputy Director and other members of the management team on all fiscal and administrative elements of cooperative agreements and contracts managed by CDC. The incumbent is part of a team responsible for working directly with USG/CDC funded partners on administrative and financial matters associated with cooperative agreements and contracts. The incumbent, along with his/her team, is also responsible for facilitating PEPFAR/CDC partner compliance with USG procurement and grant requirements.

**A copy of the complete position description listing all duties and responsibilities is available at the Human Resources Office.**

**QUALIFICATIONS REQUIRED**

1. University degree in International Development, Business Administration, Public Health, Public Administration and 5 years of experience is required, or some university with 10 years of experience.
2. Three years of experience working in international public health, with a minimum of two years of the three years total working in a program management framework that includes financial and administrative experience for donor organizations, non-governmental organizations or private sector institutions is required.
3. Level III (good working knowledge) in reading, writing and speaking English is required. Level IV (fluency) in reading, writing and speaking Portuguese is required.
4. Ability to make judgment and strong analytical skills for making informed and sound decisions regarding the management of cooperative agreement and contract activities, demonstrated interpersonal skills as well as skills in developing and maintaining effective contacts in the Government of Mozambique, the US Government, NGOs and

other partners are required. Must possess excellent writing skills and the ability to use office software packages, including word processing and spreadsheets and be able to accurately make complex numerical calculations.

5. Must have an in-depth understanding of the structure and functions of PEPFAR Mozambique, including detailed knowledge of CDC's role and function in support of PEPFAR, HHS (CDC & HRSA), and USG policies, guidelines and procedures for administration of cooperative agreements and contracts. Must have a detailed and broad knowledge of the host country operational environment, including a detailed knowledge of the business environment in Mozambique as well as the structure and operations of the MOH and the environment for health care delivery in Mozambique and knowledge of cost principles that govern the Assistance process is required.

#### **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that in their application candidates address the required qualifications above.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will take into account nepotism/conflict of interest, budget, and residency status in determining a successful candidate.
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 US Citizens EFMs who hold an FMA appointment 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 candidates for this position must submit the following for consideration of the application:

1. Application for US Federal Employment (SF-171 or OF-612) Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); 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 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. Mozambican citizens must include a copy of their passport or birth certificate. Candidates must submit required work and/or residency permit for employment in Mozambique, as applicable.

**SUBMIT APPLICATION TO:**

By Hand: Human Resources Office  
U.S. Embassy  
193, Kenneth Kaunda Ave.  
Maputo

By Fax: (258) 21 49 01 14

By e-mail to: [Maphrrecruitment@state.gov](mailto:Maphrrecruitment@state.gov)

Include subject line:

**Cooperative Agreement and Contract Support Specialist**

**POINT OF CONTACT**

Glenn "Jake" Fairhurst, HRO  
Telephone: 258-21 35 54 52  
FAX: 258-21 49 01 14

## **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:

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

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: APRIL 23, 2012**

An Equal Opportunity Employer

The US Mission in Mozambique 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.

**Drafted:** HRC: CSantos  
**Cleared:** CDC: LMorfin  
**Approved:** HRO: JFairhurst  
**Distribution:** All Agencies (STATE, USAID, DAO, PC, CDC, MCC)

***PLEASE SHARE WITH FAMILY MEMBERS***