

**AMERICAN EMBASSY
WINDHOEK
VACANCY ANNOUNCEMENT**

2015/21

August 31, 2015

OPEN TO: Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members EFM), and Members of Households (MOH)-All Agencies

POSITION: Public Health Specialist (Strategic Information), FSN-10; FP-5

OPENING DATE: August 31, 2015

CLOSING DATE: September 11, 2015

WORK HOURS: Full-Time: 40 hours/week

SALARY: *Ordinarily Resident (OR): N\$455,708 pa (Position grade: FSN-10)

*Not-Ordinarily Resident (NOR): Position grade: FP-5 (Final grade will be determined by the appropriate Washington or U.S. Headquarters Office).

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

The Centers for Disease Control and Prevention in Windhoek is seeking an individual for full-time position of Public Health Specialist (Strategic Information).

BASIC FUNCTIONS OF THE POSITION

The incumbent will assist CDC partner organizations with data collection, management, and reporting and uses data for programmatic decision making.

Assistance

The incumbent supports the development and strengthening of national strategic information (SI) capacity, particularly as related to monitoring and evaluation of PEPFAR activities carried out by CDC partners. Coordinates, collaborates and consults on scientific and technical issues with officials within the Ministry of Health and Social Services (MOHSS), partner organizations, the PEPFAR team, donor organizations, and other relevant stakeholders on the development, implementation and conduct of effective SI systems and services. Develops implements and evaluates programs and services, studies protocols, directs local SI program activities, and provides leadership in developing SI-related policies related to HIV prevention, surveillance, treatment and care. Collaborates with project and other technical USG staff to assure adequate technical advice and assistance in development and use of strategic information systems required to support implementation of PEPFAR programs.

Facilitates the work of PEPFAR Namibia's strategic information interagency technical team for timely and accurate collection and reporting of PEPFAR monitoring, outcome and impact indicators. Works in collaboration with peers including USG partners, MOHSS, and regional and international NGOs to develop and conduct local and regional trainings. Assesses training programs for appropriate content and recommends changes to assure accurate and scientific information. Coordinates the development and distribution of SI-related educational materials and promotes the sharing of scientific information

and assistance in the region. Writes reports, abstracts, articles, opinions and make presentations to disseminate operational research findings and to advocate for SI programs and services in the region.

Interagency Coordination

The incumbent will provide input to the program's annual Country Operational Plan on questions related to new study areas. The incumbent will represent CDC on various workgroups and PEPFAR SI interagency technical team. Assists the MOHSS and other stakeholders with development of guidelines, policies and procedures and makes recommendations related to data systems. Assists in setting targets, ensures that data from implementing partners meet data quality standards, and coordinates with the PEPFAR coordinator's office to prepare annual and semi-annual reports.

Please contact the HR Office at e-mail HROWindhoek@state.gov

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

- a. Education: Master's Degree or host country equivalent in public health (MPH, MSPH), epidemiology, demography or behavioral science is required.
- b. Prior Work Experience: A minimum of three years of progressively responsible experience in implementing and managing public health or other social sector programs and or HIV/AIDS programs in developing countries.
- c. Post Entry Training: CDC specific leadership and development and grants/cooperative agreements management training is required.
- d. Language Proficiency: Level IV (fluent – speaking/reading/writing) in English is required.
- e. Job Knowledge: Detailed understanding of PEPFAR Namibia, including how different U.S. Government agencies work together to meet the President's goals, objectives, principles and priorities. The incumbent needs to understand how the program operates, areas supported and how these areas can be tailored to fit local need; familiarity with HIV and TB programming in resources-limited settings. A thorough technical familiarity with the public health system in Namibia is required.
- f. Skills and Abilities: Must be able to communicate effectively both orally and in writing in order to present new programs and technical concepts to technical and non-technical counterparts. Must be skilled at working with host government, partner organizations, and other stakeholders to effectively implement SI activities. Must possess excellent interpersonal skills and demonstrate cooperative working relationships with the staff of CDC Namibia, the PEPFAR team, other donors and partner organizations. Demonstrates intermediate computer skills to include word processing, spreadsheets, e-mail, and graphics. Ability to readily analyze, understand and discuss new program design, management and implementation approaches. Demonstrates ability to identify priority actions; generates and completes work plans within short time frames.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested candidates for this position should submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) which is available at <http://windhoek.usembassy.gov/about-us/job-opportunities.html>; **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.

SUBMIT APPLICATION TO:

HROWindhoek@state.gov

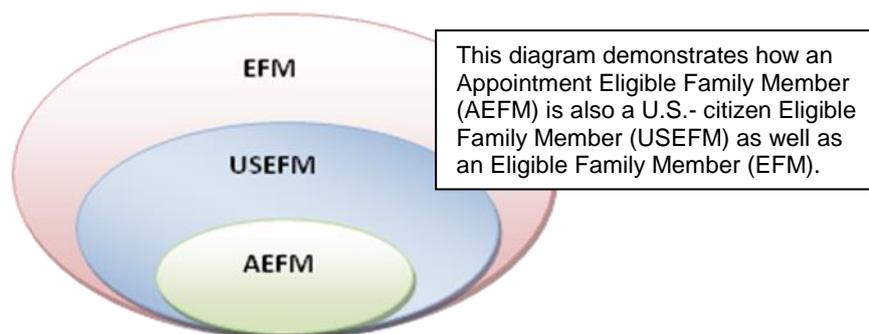
Subject: Public Health Specialist (Strategic Information)

CLOSING DATE FOR THIS POSITION: September 11, 2015

The U.S. Mission in Namibia 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.

APPENDIX A - 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.

4. **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.

5. **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).