



## EMBASSY OF THE UNITED STATES OF AMERICA

*The Embassy of the United States of America in Windhoek is seeking an individual for the position of **PEPFAR Deputy Coordinator**.*

*The President's Emergency Plan for AIDS Relief (PEPFAR) Deputy Country Coordinator reports to the PEPFAR Country Coordinator and is responsible for the management of program operations of the PEPFAR program. This involves managing critical and time-sensitive communications and work products between and among the various USG departments and agencies involved in implementing PEPFAR, the Office of the US Global AIDS Coordinator (S/GAC), designated Embassy counterparts, and with representatives of the Namibian government and other donor stakeholders. The Deputy Coordinator will be up to date on all national HIV/AIDS and related strategies and activities of development partners, multilateral organizations and other stakeholders and in-country coordination mechanisms, including the Namibia Global Fund to Fight AIDS, TB, and Malaria Country Coordinating Mechanism, and other ad hoc groups. The incumbent provides strategic planning and project management assistance to the PEPFAR Coordinator and the PEPFAR Interagency Team and will manage the daily operations of the Coordinator's office.*

### **Required Qualifications and skills:**

- 1. Master's degree or host country equivalent in Public Health, Business Administration, Commerce or Business Management is required.*
- 2. Three Years of progressive, professional experience in program management of health or HIV/AIDS programs managing and coordinating diverse teams in a resource-challenged setting including advanced budget management is required. 1-2 years supervisory experience is required.*
- 3. English Reading/Speaking/Writing Level IV (Fluent) is required. This will be tested.*
- 4. Advanced skill using Microsoft Office Products is required. This will be tested.*
- 5. The incumbent must have considerable program management expertise to conceptualize and manage programs in a complex multi-disciplinary team environment. It is important that the incumbent has a solid understanding of how the USG, and other donors and stakeholders support the Government of Namibia's HIV/AIDS strategies, especially assessing areas for program integration, overlap, and gaps in services. Advanced knowledge regarding budget preparation and management is essential.*

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Officer at the Embassy by 17:00 on or before **January 17, 2014**.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to [HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

Only short listed candidates will be contacted. Please submit copies of relevant documents.  
Applications submitted will not be returned.

***Please note that all vacancies within the US Embassy are advertised on the following website:***  
***<http://windhoek.usembassy.gov>***