



Vacancy Announcement
(Announcement Number: 13-14)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of AID Development Program Specialist- HIV/AIDS Advisor in the Health and Family Planning Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: AID Development Program Specialist- HIV/AIDS Advisor, FSNPSC-11

OPENING DATE: November 30, 2013

CLOSING DATE: December 20, 2013 – 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

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

BASIC FUNCTION OF THE POSITION:

The HIV/AIDS Advisor is a FSN senior-level professional in the USAID/Nepal Health and Family Planning (HFP) Office. Operating with a minimal level of supervision and reporting directly to the HFP Deputy Director, the Advisor serves in a senior-level capacity to provide technical, programmatic and administrative support in overseeing activities under the HIV/AIDS program. The Advisor works with the Ministry of Health and Population (MOHP), Department of Health Services (DOHS) and, in particular, with the National Center for AIDS and STD Control (NCASC). The Advisor's primary role is to serve as the Agreement Officer's Representative (AOR) for USAID's main bilateral HIV/AIDS activity, currently the Saath-Saath Project implemented by FHI 360. In addition, the Advisor provides expert technical assistance in HIV/AIDS-related activities in prevention; behavior change communication; reduction of stigma and discrimination; counseling and testing; monitoring and evaluation; surveillance; care and support; and treatment of sexually transmitted infections (STI).

REQUIRED QUALIFICATIONS:

1. **EDUCATION:** An advanced degree in social or behavioral sciences, health, public health, or other relevant field is required. A doctoral degree in public health or similar field is desired.
2. **PRIOR WORK EXPERIENCE:** Five to seven years of prior mid- to senior-level experience in the field of HIV/AIDS and public health is required; prior work experience with USAID or another

international agency is desired. Clearly-defined experience in program and fiscal management is required.

3. **KNOWLEDGE:** Must possess a working knowledge of technical and programmatic HIV/AIDS issues in Nepal and the approaches to address them. Knowledge of evaluation methods, both quantitative and qualitative, is required.
4. **LANGUAGE:** Level IV (fluent) in English and Nepali is required.
5. **SKILLS AND ABILITIES:** Must possess the ability to establish and maintain effective working relationships with counterparts from USAID; USAID implementing partners; central- and district-level Government of Nepal and non-governmental organizations. Must possess high quality analytical skills and the ability to assess ongoing public health interventions to evaluate their efficacy and efficiency. The ability to communicate openly and effectively in English, both orally and in writing, is essential. Word-processing and computer skills are required. Excellent interpersonal skills and an ability to work in a team environment is required.

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers>

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.