

United States Mission Nigeria

Vacancy Announcement

No. 2011-053	Date: October 13, 2011	Ref: A96025, A96029
Subject:	SENIOR PROGRAM SPECIALIST (2 POSITIONS)	
Location:	ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION: **Senior Program Specialist (2 positions)**
***FSN-11/FP-04 (Trainee Position)**
(Positions will be filled at the FSN-11 level with promotion to target grade of FSN-12/FP-03 after one year with supervisor's recommendation).

OPENING DATE: October 13, 2011

CLOSING DATE: November 3, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: **OR -Ordinarily Resident**–N5,050,289 p.a.(Starting basic salary)
Trainee Grade: FSN-11/1
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

NOR - Not Ordinarily Resident - AEFM - US\$61,759
EFM - US\$53,003 Starting Salary p.a.
Trainee Grade: FP-04/1

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

The **U.S. Embassy in Abuja** is seeking to employ suitable and qualified candidates for the Senior Program Specialist positions in the Centers for Disease Control Global AIDS Program (CDC GAP) Nigeria Office in Abuja.

BASIC FUNCTION OF THE POSITION:

The incumbents will be responsible for providing project support to the President's Emergency Plan for AIDS relief (PEPFAR). The responsibilities of these positions include contributing leadership to the planning of the national programs activities concerned with the prevention, care and treatment of HIV, sexually transmitted diseases STIs and Tuberculosis (TB) co-infections. Incumbents also assist in the development and coordination of assessment activities and establishing program guidelines, procedures and strategies. Incumbents also provide the CDC GAP Office with the necessary public health leadership and medical expertise to manage its sponsored care and treatment activities, as well as the training, by implementing partners, of counselors, medical staff and social workers. He/she insures collaboration among PEPFAR Nigeria partners involved in HIV/AIDS care and treatment programs and takes lead in promoting the use of internationally recognized best practices in care and support among PEPFAR sponsored programs in Nigeria.

POSITION REQUIREMENTS:

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

1. A doctoral level degree in Medicine (MBBS or MD), Public Health, Epidemiology, Behavioral Sciences, Nursing or strongly related discipline.
2. Minimum of five (5) years experience, including two (2) years of supervisory experience, in the management of HIV/AIDS, STD and TB prevention programs at the local, state or international levels.
3. Professional training and extensive knowledge in HIV/AIDS program monitoring and evaluation.
4. Expert knowledge of the application of program management and the translation of evaluation data relative to the improvement of program operations, guidelines and policies.
Good working knowledge of health communities and relevant health agencies within foreign governments.
5. Level IV (fluency) Speaking/ Writing in English is required.
6. Incumbent should possess basic computer skills with experience in Microsoft Word & Excel packages.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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. 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 U.S. Citizen EFMs who hold a Family Member Appointment (FMA) 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.

HOW TO APPLY

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **Application for US Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus.**
2. Candidates who claim US 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.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

SUBMIT APPLICATION TO:

Embassy of the United States of America

Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4261

Fax: 09-461-4036

E-mail: HRNigeria@state.gov

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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:
 - A. 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
 - B. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: November 3, 2011

The U.S. Mission in Nigeria 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.

An Equal Opportunity Employer