

# United States Mission Nigeria

## Vacancy Announcement

No. 2012-044

Date: May 22, 2012

Ref: A96012

**Subject: PROGRAM SPECIALIST, MONITORING AND EVALUATION**

**Location: ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)**

**Applicability: ALL INTERESTED CANDIDATES**

**OPEN TO: All Interested Candidates**

**POSITION: Program Specialist, Monitoring and Evaluation, FSN-10/FP-05**

**OPENING DATE: May 22, 2012**

**CLOSING DATE: June 06, 2012**

**WORK HOURS: Full-time; 40 hours/week**

**SALARY: OR-Ordinarily Resident: N4,069,778 per annum**  
(Starting basic Salary)  
Position Grade: FSN-10  
In addition to the basic salary, all allowances will be paid in accordance with the U.S. Mission Local Compensation Plan (LCP).

**NOR-Not Ordinarily Resident: (AEFM) - US\$56,323;**  
**EFM/MOH – US\$48,338 (Starting Salary) per annum.**  
Position Grade: FP-05/5

**NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION (COM) AUTHORITY DOES HAVE TO BE ASSIGNED OFFICIALLY TO POST.**

The **U.S. Embassy in Abuja** is seeking to employ a suitable and qualified candidate for the Program Specialist, Monitoring and Evaluation position in the Centers for Disease Control (CDC) Nigeria office in Abuja.

### **BASIC FUNCTION OF THE POSITION:**

The incumbent will provide technical expertise to improve HIV/AIDS prevention programs that CDC Nigeria and the Federal Ministry of Health (FMOH) are collaborating on throughout the country. The incumbent will serve as a leader for evaluating progress in program implementation of HIV/AIDS prevention activities conducted by CDC Nigeria and the FMOH by applying both theoretical and practical knowledge of health education, social and behavioral science, evaluation strategies and evaluation research methodology to the design and conduct of monitoring and evaluation (M&E) activities. He/she will provide assistance to the Medical Epidemiologist, CDC Nigeria and/or FMOH Directors in interpreting data on health objectives and indicators. Incumbent responds to requests from stakeholders for information and technical assistance on M&E strategies for HIV/AIDS treatment, care and prevention programs.

### **POSITION REQUIREMENTS:**

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

1. A Master's degree in Medicine (MBBS or MD), Public Health, Epidemiology, Computer Science, Behavioral Sciences, Applied Mathematics or a strongly related discipline.
2. Minimum of five (5) years experience, including one (1) year supervisory experience, with infectious disease prevention or treatment programs at the local, state or international levels that entailed responsibility for the evaluation of program activities.
3. Professional training and extensive knowledge in program monitoring and evaluation.
4. Level IV (fluency) Speaking/ Writing in English is required.
5. Basic computer skills with proficiency in Microsoft Word & Excel packages and applications such as Epi Info or related statistical software packages.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans receive preference. Therefore, candidates must specifically address the required qualifications in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism or 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 (OR) 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 Not Ordinarily Resident (NOR) employees 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 in 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 U.S. 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 U.S. 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.  
Or submit to [HRNigeria@state.gov](mailto:HRNigeria@state.gov)

## **POINT OF CONTACT:**

Tel: 09-461-4000 Ext 4261

## **DEFINITIONS**

1. 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 who 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 Foreign Affairs Manual 3232.2.

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

- Spouse;
- Child, unmarried, and under 21 years of age or, regardless of age, 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 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 receive compensation under a Civil Service (GS) or Foreign Service (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.

EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: June 06, 2012**

**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**