

United States Mission Nigeria

Vacancy Announcement

No. 2012-088	Date: September 19, 2012	Ref: A96001
Subject: PUBLIC HEALTH MANAGEMENT ASSISTANT		
Location: ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)		
Applicability: ALL INTERESTED CANDIDATES		

OPEN TO: All Interested Candidates

POSITION: Public Health Management Assistant, *FSN-06/FP-08
(This position will be filled at the FSN-06/FP-08 at the trainee level with promotion to target grade of FSN-07/FP-07 after one year.)

OPENING DATE: September 19, 2012

CLOSING DATE: October 02, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: **OR-Ordinarily Resident:** N1,907,136 per annum
(Starting basic Salary) Position Grade: FSN-06
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\$35,753
EFM/MOH – US\$30,684 (Starting Salary) per annum;
Position Grade: FP-08

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 Public Health Management Assistant position in the Centers for Disease Control (CDC) Nigeria office in Abuja.

BASIC FUNCTION OF THE POSITION:

The incumbent will provide monitoring, analytical and management support on a variety of technical, operational and management issues to assist the CDC Nigeria team to effectively manage its activities. The incumbent's primary responsibility is to implement, plan monitor and evaluate activities which inform Technical and Administrative section in CDC Nigeria. These tasks will require drafting and editing of briefing documents, (including developing accurate charts, tables, graphs etc) maintaining spreadsheets, attending meetings and liaising with implementing partners. These responsibilities require knowledge of administrative, operational, management and program documentation processes, policies and procedures. Under the guidance of senior management, the incumbent carries assignments to completion without significant supervision.

POSITION REQUIREMENTS:

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

1. University degree in business related disciplines, Social Sciences or Public Administration is required.
2. Minimum of six (6) months responsible work experience in program assistance is required.
3. Good working knowledge of the theoretical and practical concepts of program and project management, report writing, principles of public health programs and practice, and organizational and operational concepts and practice applied by public, private or non-profit and health related organizations and agencies is required.
4. Knowledge of Nigeria's economics, social, cultural and political characteristics is required.
5. Level IV (fluency) Speaking/Writing in English is required.
6. Proficiency in word processing, spread sheets, office software and standard ability with numerical skills is required.

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

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.

EFMs 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: October 02, 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