

# United States Mission Abuja

## Vacancy Announcement

No. 2013-058	Date: November 7, 2013	Ref: A96074
Subject:	SENIOR PROGRAM SPECIALIST, STRATEGIC INFORMATION	
Location:	ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Senior Program Specialist, Strategic Information–FSN-12/FP-03

**OPENING DATE:** November 7, 2013

**CLOSING DATE:** November 21, 2013

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

**SALARY:** **OR – Ordinarily Resident-N6**, 608,675 per annum  
(Starting basic Salary) Position Grade: FSN-12  
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:**  
**EFM/MOH** – US\$65,413 per annum (Starting salary)  
Position Grade: FP-03. **(\*Salary to be determined by Washington)**

**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 COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST**

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

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

The incumbent, under the supervision and guidance of the Medical Epidemiologist will be responsible for oversight and direction of the CDC SI Unit within CDC Nigeria's Global AIDS Program. The incumbent will be responsible for providing project support for the President Emergency Plan for AIDS Relief (PEPFAR), including strategic planning and budgeting in the area of program reporting, HIV epidemic and behavioral surveillance and other community-based surveys, special studies and program evaluations with attention to harmonized routine reporting with the National M&E SYSTEM. The incumbent will also serve as the lead person for evaluating progress in program planning and implementation of PEPFAR prevention, care and treatment program presented in the Country Operational plans, Annual and semi-Annual Reports. The position supervises a staff of seven professional including physicians, epidemiologists, evaluate HMS experts. The incumbent will manage and support CDC implementing partners.

To obtain a copy of this announcement please visit our Mission websites at:

[http://nigeria.usembassy.gov/hr\\_office.html](http://nigeria.usembassy.gov/hr_office.html)

## **POSITION REQUIREMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. Medical degree, Terminal degree (doctoral level) or a higher degree in one of the following: Medicine, Public Health, Epidemiology, or strongly related discipline is required.
2. Minimum of five (5) years' work experience in HIV/AIDS Epidemiology, Strategic Information, Monitoring and Evaluation at the local, state, Federal or international levels with responsibility for the evaluation of program activities through effective routine or special survey, including three (3) years of supervisory experience of highly trained professionals such as physicians, M&E experts and HMIS specialists are required.
3. The applicant should possess training and extensive knowledge, skills and capabilities in HIV/AIDS program monitoring, evaluation and laboratory techniques for testing HIV/AIDS (including diagnostic, rapid test kits, ELISA ...etc.)
4. Applicant should possess knowledge of program evaluation strategies and techniques as well as public health intervention such as HIV/AIDS, TB STI prevention, cares and treatment program.

5. Level IV (fluency) Speaking/Writing in English is required.
6. Must have intermediate computer skills with proficiency in word processing, power point, excel and spreadsheets.

### **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 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 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 4280

Fax: 09-461-4036

**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:
  1. 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
  2. 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 21, 2013**

**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**