

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-92**

OPEN TO: All Interested Candidates

TITLE: AID Project Management Specialist – Health

GRADE: FSN-11 (Rs. 2,518,042 p.a. to Rs. 4,687,961 P.A.)

POSITION NO: 80395-006

OPENING DATE: May 25 2012

CLOSING DATE: June 7, 2012

AGENCY: USAID

LOCATION: KARACHI

BRIEF DESCRIPTION OF DUTIES: The Project Management Specialist (Health) serves as a key member of the USAID/Pakistan Health, Population, and Nutrition (HPN) Office, managing and implementing Islamabad HPN programs/projects/activities from the Karachi Office. The Specialist is responsible for providing local/regional oversight, management, and direction of health programs in the Sindh and Baluchistan Provinces. As a result, the Specialist represents USAID, its activities, and its programs to senior Government of Pakistan (GoP) counterparts from the regional Departments of Health and Population Welfare, as well as to NGOs, the private sector, other donor agencies, and local communities. The assignment includes responsibility for monitoring and evaluating ongoing programs/projects/activities; shaping new activities; and, advising USAID and Provincial and District governments on key health and implementation issues. The Specialist participates with professionals of all Mission Sectors in the planning, design, development, management, and monitoring of USAID programs/projects/activities.

QUALIFICATION REQUIRED:

EDUCATION: A Master's degree in Public Health (MPh, MBBS, or equivalent), public policy, or a related social science is required.

EXPERIENCE: Minimum of five years of progressively responsible, professional-level experience in public health, including project design, program planning, management, monitoring and evaluation, or implementation is required. At least two years of the required experience must be in development work or related fields for a donor agencies, GoP organizations, or private sector institutions.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. This may be tested.

KNOWLEDGE: In-depth professional knowledge, or the ability to quickly gain such knowledge, of organization's development principles, concepts, and practices as they relate to the assignment, and to development programs in Pakistan and the Sindh and Baluchistan Provinces is required. In addition, knowledge and understanding of the economic, political, social, and cultural characteristics of Pakistan; development problems, resources, and resource constraints, and the development prospects and priorities of Pakistan and the assigned regions is a necessary component of job requirements. The Specialist must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. Knowledge and understanding of the organization and respective roles of relevant structures within the GoP, in order to enhance effective communication and to develop consensus on program/project/activity strategy and implementation plans is necessary; as is an in-depth knowledge of GoP institutions, policy directions, objectives, and priorities relating to organization's activities in the health sector.

ABILITIES & SKILLS: The ability to plan, organize, manage, and evaluate program activities is required. Incumbent must be skilled in bilingual verbal communication, tact, and diplomacy are required in order to establish and develop sustainable working relations, and a high level of trust, with senior and mid-level GoP officials, and with public and private organizations such as the primary technical contacts in the health sector. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers. Sufficient analytical ability to interpret public policies, assist in the development of revised policies, and to develop and manage budgets is required. The ability to work effectively in a team environment is required. Proficient computer skills are required, including fluency in Word Processing, Power Point, and Excel. This may be tested.

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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-92) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad
P.O. Box 1048, GPO, Islamabad.**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 7, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.