

U.S. Mission DAKAR, SENEGAL

VACANCY ANNOUNCEMENT NUMBER: DKR-2016-018

OPEN TO: *All Interested Candidates / All Sources*

POSITION: *The Public Health Specialist (Surveillance)*

OPENING DATE: *11/24/2015*

CLOSING DATE: *12/07/2015*

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

SALARY: *Ordinarily Resident (OR): FSN- 11*

*Not-Ordinarily Resident (NOR): FP-4**

**Final grade/step for NORs will be determined by Washington.*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Dakar, Senegal is seeking eligible and qualified applicants for the position of **the Public Health Specialist (Surveillance)**.

BASIC FUNCTION OF POSITION

The Public Health Specialist (Surveillance) is the emerging diseases survey and disease surveillance portfolio manager. Job holder is the Epidemiologist responsible for providing technical expertise and assistance to the Ministry of Health (MOH) and other participating partners in the design, implementation and strengthening of routine disease surveillance systems and the conduct of large, complex surveys designed to measure reportable infectious diseases and other indicators of importance to evaluating the impact of disease control programs. Carrying out these functions requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to facilitate communication and maintain collaborative working relationships with partner organizations. Job holder reports directly to the CDC Global Health Security (GHS) Deputy Director or other official in charge of GHS and plays an active leadership role in Technical Working Groups (TWG) and/or the Multi-sectored Technical Group.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Master of Public Health (MPH), Master of Science Public Health (MSHP) Degree or host country equivalent in public health, medicine, public health policy, epidemiology, demography, or behavioral science is required.
- 2. EXPERIENCE:** Five years of mid- to senior-level public health experience in the management and development of epidemiological surveillance and/or large scale surveys of disease prevention, treatment, or care programs are required. One additional year of experience at the managerial level is required.
- 3. LANGUAGE:** Level III (good working knowledge, speaking, writing) in English is required. Level IV

(fluency-speaking/reading/writing) in French is required. **(This will be tested.)**

4. SKILLS AND ABILITIES: Strong analytical skills to readily understand and discuss new surveillance program design, management, and implementation approaches are required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Excellent oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare substantive and analytical reporting. Strong management skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Excellent overall computer skills (keyboarding with both speed and accuracy) and advanced skill levels in use of at least one of the more common epidemiologic data analysis software (EPINFO, STATA, SAS, or SPSS) is required. Excellent numerical skills for manipulating and reporting statistical data is required. Experience in the setting of computer software development standards, specifications and guidelines as well as experience working within already set standards to implement IT solutions is required. The incumbent will be expected to exercise tact in applying agency guidelines to unique and different public health surveillance activities, as surveillance programs and surveys are highly complex and can be threatening to stakeholders. Ability to persuade others, ingenuity and innovation will be required to influence collaborative organizations engaged in disease prevention, treatment and care programs to adopt appropriate strategies for improving the surveillance and survey process. **(This will be tested.)**

5. JOB KNOWLEDGE: Job holder is required to have detailed knowledge of research methods and the collection, analysis and presentation of public health/epidemiologic data in order to plan, design, direct the implementation of and strengthen procedures for collection, analysis and dissemination of emerging disease epidemiological data. This includes knowledge of the principles, theories and practices of USG and internationally recognized standards for surveillance and survey regulations and procedures. Detailed knowledge of the host government health care system and structures including familiarity with Ministry of Health policies, program priorities and regulations is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative requirements in development and support of grants, contracts, memoranda of understanding and cooperative agreements is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://dakar.usembassy.gov/about_the_embassy/employment-opportunities.html and/or by contacting the Human Resources Office at DakarRecruitment@state.gov.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran**
- (2) USEFM OR a preference-eligible U.S. Veteran**
- (3) FS on LWOP**

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a non-sensitive security clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Mailing Address: B.P 49

OR

E-mail Address: DakarRecruitment@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee’s post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.