

EMBASSY OF THE UNITED STATES OF AMERICA
MBABANE, SWAZILAND
VACANCY ANNOUNCEMENT

VA 059-14

December 29, 2014

OPEN TO: All Interested Candidates

POSITION: Public Health Specialist (TB/HIV)

OPENING DATE: January 12, 2015

CLOSING DATE: January 26, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): E600,526 p.a. – E900,749 p.a.
(Position Grade: ERR FSN-12)

*Not-Ordinarily Resident (NOR): (Position Grade: FP-03): salary is in US Dollars based on the US pay plan. See the HR section for more details.
All FP position grades are determined by HR in Washington DC

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

The U.S. Embassy in Mbabane is seeking an individual for the position of **Public Health Specialist (TB/HIV)** in the CDC/PEPFAR Office.

BASIC FUNCTION OF POSITION

Incumbent is a senior TB/HIV program manager and key public health technical advisor to the official in charge of the organizational unit that is responsible for programs conducted in the area of HIV-Tuberculosis (TB/HIV) co-infection services. Job holder's responsibilities include an active technical advisory role to the Ministry of Health and implementing partners, day-to-day program and administrative management, and coordination and collaboration with other PEPFAR agencies to ensure project implementation addresses program strategic objectives and U.S. and host government national and international public health standards and best practices. Jobholder represents CDC/Swaziland on TB/HIV co-infection issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **Items 1-5 are ALL REQUIRED**

- 1. Education:** Doctoral level degree (Doctor of Public Health (DrPH), Doctor of Medicine (MD) or Doctor of Philosophy (PhD) or host country equivalent degree (such as MBBS, MBChB) in medicine, public health, epidemiology, behavioral or social science field is required.
- 2. Experience:** Five years of mid-to-senior level public health experience developing, implementing and evaluating TB/HIV programs or other relevant HIV public health programs that involve coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level with multiple staff is required
- 3. Language:** Level IV (fluency) – speaking/reading/writing English is required.
- 4. Knowledge:** Detailed knowledge of current TB/HIV infectious disease issues, behavior change, counselling, care, testing and clinical interventions related to Tuberculosis and HIV treatment for co-infection is required. Detailed knowledge of the host government health care system and structures including familiarity with Ministry of Health policies, program priorities and regulations is required. Detailed specialist knowledge of agency TB/HIV public health programs, policies, regulations and precedents applicable to the development and administration of national/international public health programs funded by PEPFAR is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required.
- 5. Skills and Abilities:** Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to accomplish reporting requirements. Strong managerial skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. Strong skills in interpretation of program monitoring and evaluation data are required. This would include the ability to understand and synthesize numerical data.

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 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 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.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE;
or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

U.S. Embassy
Human Resources Office
Central Bank Building
7th Floor, Mahlokohla Street
P.O. Box 199, Mbabane, Swaziland

Or via email to: **Mbabane_HRRrecruitment@state.gov** - include in the subject line: Application for **Public Health Specialist (TB/HIV)** position.

Vacancy announcement details can also be viewed on the internet
at: <http://swaziland.usembassy.gov/>

CLOSING DATE FOR THIS POSITION: JANUARY 26, 2015

The U.S. Mission in Mbabane 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.

*** DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- 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;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **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 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.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **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.

5. **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 are compensated under a GS or FS salary schedule, not under the LCP.

6. **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 Local Compensation Plan (LCP).

Approved: MO/GHuller-Gold
 Cleared: ACDCDD/RHarmon
 Drafted: HRA/DPMziyako