

ANNOUNCEMENT NUMBER: 16-19

POSITION TITLE: PUBLIC HEALTH ADMINISTRATIVE SPECIALIST

The U.S. Embassy Dushanbe is seeking an individual for a position of **Public Health Administrative Specialist**. The Public Health Admin Specialist is responsible for program coordination functions in support of a broad range of agency-funded HIV/AIDS program activities that are implemented by specific program offices, branches or programmatic teams. The incumbent's work portfolio includes finance, human resources, procurement, information management, and logistics.

QUALIFICATIONS REQUIRED:

1. EDUCATION: University degree in public administration, business administration, management or finance is required.

2. EXPERIENCE: Full Performance: Five years of progressively responsible administrative management experience is required.

Trainee Level (T): Four years of progressively responsible administrative management experience is required.

Trainee Level (TT): Three years of progressively responsible administrative management experience is required.

3. LANGUAGE: Level IV (Fluency) in both written and spoken English and Russian is required. Language proficiency will be tested.

4. KNOWLEDGE: A thorough knowledge of Agency and applicable interagency management operations, to include financial management, human resources, procurement and contracting (including grants, contracts and/or cooperative agreement audit and accounting requirements), travel, IT, and other administrative procedures, regulations, and requirements is required.

5. SKILLS AND ABILITIES: The ability to assess problems and develop realistic solutions (how to plan for and administer available resources of funds, personnel and equipment in the best interest of CDC program objectives) is required.

6. SKILLS AND ABILITIES: Excellent inter-personal skills in order to coordinate with USG and implementing/cooperating partners to ensure mutual cooperation are required.

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

1. [Universal Application for Employment \(UAE\) \(Form DS-174\)](http://dushanbe.usembassy.gov/job_opportunities.html), which is available on our website http://dushanbe.usembassy.gov/job_opportunities.html or by contacting Human Resources.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office

Mailing Address: #109 'A' Ismoili Somoni Ave., U.S. Embassy Dushanbe

FAX Number: N/A

E-mail Address: Dushanbe_Jobs@state.gov

The deadline for application is May 25, 2016

Applications and documents presented become the property of the Embassy and will not be returned. Successful candidates, who meet the criteria for this position, will be called and invited for an interview.