

# JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 11HR-06

March 21, 2011

**TO:** All employees, all Agencies

**OPEN TO:** All interested Candidates  
**POSITION:** HIV/AIDS Program Coordinator, FSN-9 (FP-05, AEFM only)  
**OPENING DATE:** March 21, 2011  
**CLOSING DATE:** April 4, 2011  
**WORK HOURS:** Full-time; 40 hours/week

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

The U.S. Embassy in Togo is seeking an individual for the position of HIV/AIDS Program Coordinator in the Political/Economic Section.

To apply, please go to: <http://Togo.usembassy.gov/vacancies.html>

## **BASIC FUNCTION OF POSITION**

The incumbent is a senior program coordinator for all Department of Defense HIV/AIDS Prevention Program (DHAPP) activities for the Togolese Armed Forces HIV/AIDS programs. This includes developing, implementing, coordinating, and supervising activities of various HIV/AIDS prevention, counseling and testing, care and treatment activities for the uniformed services. Performing consultative, advisory, monitoring and evaluation services in coordination with post's DHAPP/FMF (Foreign Military Financing) programs (which administers total budget of \$500,000.00 per year).

**The major duties and responsibilities are pasted just after the signature ( on page 4).**

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Education:** Master of Science Public Health (MSHP) or Public or Business Administration degree, or Masters in Program or Project Management degree, or host country equivalent, in medicine, nursing, public health, health policy, epidemiology, public administration, social work, psychology, or counseling is required.

**2. Work experience:** At least two years public health experience in developing, implementing and evaluating HIV/AIDS prevention programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required.

**3. Language:** Level IV (fluent) both spoken/reading English and French ability is required.

**4. Knowledge:** Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contract/cooperative agreement/grant/purchase requisitions is required

**5. Skills:** Computer skills, including word processing and spreadsheet programs. Must possess a positive attitude and demonstrate an ability to work well with others.

## **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 (*see Appendix B*); **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** All application documents must be scanned (PDF file) and submit to: [HROlome@state.gov](mailto:HROlome@state.gov)

**CLOSING DATE FOR THIS POSITION: April 4, 2011**

The U.S. Mission in Lome 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.

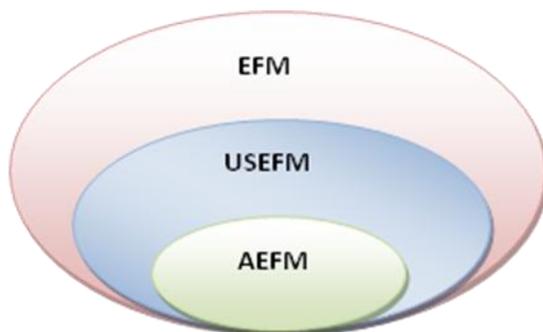
Lynn Ferenc  
A/Management Officer

## **Duties and Responsibilities**

- HIV/AIDS Program Coordinator plays an essential role in developing annual work plans, and regular progress reports related to all uniformed services programs, manages the cost, schedule and performance of all prime partners hired by the Department of Defense (DOD) to support these programs. Having thorough knowledge of a wide range of community and clinical interventions related to HIV prevention, care and treatment programs, particularly in the varying types of prevention activities including counseling and testing with the uniformed services of Togo. Evaluates current programmatic interventions, and has knowledge and experience in adapting prevention strategies to current situations to ensure that program objectives are met. Administers DHAPP/ Foreign Military Financing (FMF) - equipment program and provides the appropriate technical assistance in the development, implementation, and evaluation of the program. Monitors and evaluates activities, and ensures the preparation of the required reports. Serves as the Point of contact for DHAPP and DHAPP/FMF military program at Post
- Monitors, evaluates and conducts follows-up on projects, by performing site visits and maintaining close contact with fund grantees. Travels within the region to provide oversight of the programs and submit trip report to supervisor on program updates and progress. This entails developing and refining performance measuring tools such as results frameworks and performance management plans (PMPs) as appropriate, performance milestones and progress indicators, and systems for ensuring data quality that enables comparable performance data to be collected over time; documenting the collection process in order to assess their reliability; validating the relevance of selected performance indicators, baseline data and targets to gauge progress towards attainment of program objectives; enabling development of program/activity evaluation plans; and enabling collection of other relevant information that will facilitate reporting successful stories to the wider audiences.
- Coordinates with the Office of Security Cooperation (OSC) office in Accra. US Africom in Stuttgart, Germany, DHAAP office in San Diego to ensure that the projects are progress, the funds are managed and appropriated with proper oversight and the accounting standards/records are maintained.
- Coordinates with Military Medical Doctors, the Mission, Ministry of Health, other partners, and other USG donors, and facilitates a good partnership between implementing partners.
- Assists the military with the determination and prioritization of their needs, and manages the subsequent purchase and installation of medical laboratory equipment, and other supporting equipment
- Reviews written proposals and evaluates presentations for acceptability and completeness. Manages all financial aspects with respect to activities presented. Provide financial training to implementation partners. Prepares and delivers procurement requests where applicable; final approval on all grants and purchase requests for the program. Coordinates all FMF equipment and reagents acquisition process in the country to build military labs diagnosis capacity and personnel ability to prevent HIV.
- Coordinates military personnel refresh trainings. Supervises the provision of logistic support to visitors connected with the program including the processing of international travel conducted in conjunction with the program.

- Assures that appropriate technical assistance is provided with respect to the AIDS Control Program planning implementation activities. Ensures that priorities and goals are consistent with the mission policies and standards of NHRC (Naval Health Research Center), DHAPP are established and followed. Advises on training, reporting, and record keeping. Serves as in-country point-of-contact for the DHAPP program.
- Coordinates with Host Nation to set up the dedications and launching ceremonies in the presence of Ambassador, to ensure visibility of USG assistance programs. Drafts the speech for Ambassador on DHAPP launching ceremony.
- Monitors the program activities to ensure the objectives are achieved. Reviews final reports and record keeping procedures and methods used in the program.
- Maintains files on relevant activities from year to year for detailed DOD reporting for analysis and development of narrative reports. These data will be filed to facilitate ready access on any given indicator and for partner activities.
- Follows up on the interim and annual budget reports of the program as required by DOD/DHAPP requests. Provides monthly Fiscal report, quarterly and other reports as required by NHRC. Provide financial oversight in all matters dealing with the program including the payment to vendors for services.
- Translates necessary NHRC, DHAPP, documents and letters into French and necessary documents into English. Serves as interpreter during DHAPP and AFRICOM visits and interactions with implementation partners.
- Performs other duties as assigned. 5%

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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.

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 U.S. 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 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).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References