



U. S. Mission, Uganda

VACANCY ANNOUNCEMENT

Number: 021/2013

Date: 03/26/2013

OPEN TO: All Qualified Candidates

POSITION: Public Health Administrative Management
Specialist- Supply Chain; FP-5; FSN-10

OPENING DATE: March 27, 2013

CLOSING DATE: April 9, 2013

WORK HOURS: Full-time; 40 hours/week

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

"The Centers for Disease Control and Prevention (CDC) is an international public health agency engaged in HIV prevention and care programs and research activities in Uganda. CDC offers excellent career opportunities for professional growth, training, and collaboration with other health professionals. The main CDC offices are located at the Uganda Virus Research Institute (UVRI) in Entebbe. CDC is an agency of the United States Mission in Uganda."

The Centers for Diseases Control is seeking two individuals for the position of Public Health Administrative Management Specialist – Supply Chain Management.

BASIC FUNCTION OF POSITION

Under the general supervision of the Health Strengthening Systems Team Lead, incumbent is one of two supply chain management specialists, and directs the implementation of the supply chain management (SCM) process which includes the planning of procurement, inventory control, logistics and distribution to ensure that every step of the process is functioning effectively to avoid costly delays and interruption of stock in the health sector as it relates to CDC Uganda programs.

A copy of the complete position description listing all duties and responsibilities is available on http://kampala.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

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

- 1. Education required:** Completion of a bachelor's degree in public administration, public health, international development, business administration, accounting, finance, nursing, medicine or health services administration is required.
- 2. Work Experience required:** Three years progressively responsible experience in pharmaceutical services, including one year in logistics management is required.
- 3. Language required:** Level IV English ability (fluent written, spoken and reading).
- 4. Knowledge required:** Must possess a detailed Knowledge of health and HIV/AIDS service delivery in the public and private sector in Uganda, or sub-Saharan Africa. Must have demonstrated knowledge and understanding of HIV/AIDS care issues; Ministry of Health Logistics and Health Sector Supply Chain Systems-knowledge of the National drug supply and distribution program and guidelines; policies and regulations pertaining to pharmaceutical agents as well as principles of supply chain management. Must have detailed knowledge of logistics support, supply chain requirements planning, risk management, customer relationship management, supplier relationship management. The job holder must also have a detailed knowledge of the host country operational environment, including a good understanding of host government laws and regulations regarding public health-related implementing agreements. Detailed Knowledge of health and

HIV/AIDS service delivery in the public and private sector in Uganda, or sub-Saharan Africa. A general knowledge of routine health information systems in developing countries, including knowledge of HIV administrative systems is required.

5. Skills and Abilities required: Good oral communications skills are required to define performance metrics and ensure clarity for measurement, comparison, or evaluation of supply chain factors, such as product cost or quality. The ability to maintain contact at all levels of the host government and with stakeholders in the non-government arena is required in order to explain supply chain program policies, objectives and procedures and to assist partners in reporting requirements. Ability to document physical supply chain processes, such as workflows, cycle times, position responsibilities, or system flows. Maintain effective working and management-level contacts within HIV/AIDS service delivery activities of the government and NGOs; ability to work effectively with team and interagency environments, ability to work in a decentralized system. Excellent inter-personal skills are required in order to coordinate with USG colleagues and implementing/cooperating partners to ensure mutual cooperation. Leadership skills are required to work with program managers and staff of implementing partners to direct and coordinate various elements of logistics, budgeting for procurement and accounting operations is required.

SELECTION PROCESS

When equally qualified, US 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 visa 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 US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.

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.

HOW TO APPLY

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

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

2. A current resume or curriculum vitae.

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

By email at KampalaHR@state.gov.

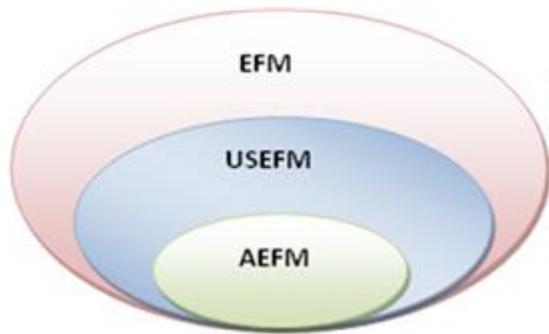
ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED AND ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Clearly indicate the position applied for in the subject area of the email submission.

Please use standard file types such as Microsoft Word (.doc) and Adobe Acrobat (.pdf) and please send all documents in one file attachment.

Telephone: 0414-259-791/5

DEFINITIONS



1. **Eligible Family Member (EFM)**: An individual related to a US 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. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 US 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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: April 9, 2013

The US Mission in Kampala 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.

CDC Deputy Director: Deborah Conner

HRO: John Klimowski

