



**U. S. Mission, Uganda**

## **VACANCY ANNOUNCEMENT**

**Number: 024/2013**

**Date: 03/27/2013**

**OPEN TO:** All Qualified Candidates

**POSITION:** Public Health Specialist - Team Lead Treatment;  
FP-3; FSN-12

**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 an individual for the position of Public Health Specialist – Team Lead Treatment.**

## **BASIC FUNCTION OF POSITION**

The incumbent of this position is a senior program manager and the key public health advisor on treatment to the Branch Chief of the Health Services Branch. Job holder provides comprehensive public health technical, administrative and managerial advice and assistance in support of HIV treatment activities provided under the President's Emergency Plan for AIDS Relief (PEPFAR).

Responsibilities include day-to-day program management and development, monitoring, evaluation, reporting and close collaboration with PEPFAR partners to ensure implementation is carried out in accordance with program strategic objectives and internationally recognized standards and best practices in HIV treatment.

A copy of the complete position description listing all duties and responsibilities is available on [http://kampala.usembassy.gov/job\\_opportunities.html](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 of medicine and bachelor of surgery is required.

**2. Work Experience required:** Eight years of public health experience in developing, implementing and evaluating HIV/AIDS care and support or treatment programs or other public health programs that involve coordination with an international agency or implementing partner. One additional year of experience at the managerial level with multiple staff is required.

**3. Language required:** Level IV English ability (fluent written, spoken and reading).

**4. Knowledge required:** Must possess comprehensive knowledge and experience in HIV/AIDS treatment is required. Thorough public health knowledge of current HIV/AIDS issues is required. Strong skills in the clinical management of HIV/AIDS. Comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Good working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of treatment programs is required. 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 contracts/cooperative agreements/grants/purchase requisitions is required.

**5. Skills and Abilities required:** Strong oral and written communications skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS treatment programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills with interpretation of program monitoring and evaluation of data are 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](mailto:KampalaHR@state.gov).

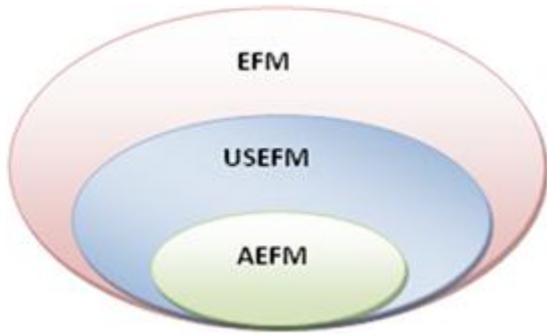
**ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED AND ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

**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

