



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 008

Date: February 6, 2015

**TO: ALL MISSION PERSONNEL**

**FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER**

**SUBJECT: PUBLIC HEALTH SPECIALIST (SURVEILLANCE)**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** Public Health Specialist

**POSITION OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION TYPE:** Permanent

**WORK HOURS:** Full Time, 40 hours per week

**GRADE LEVEL:** FSN-11, FP-04\* (Full Performance Level)

**OFFICE LOCATION:** Centers for Disease Control and Prevention (CDC)

**OPENING DATE:** Immediate

**DEADLINE:** February 20, 2015 at 6 P.M. Kyiv Time

*\*FP –04 is subject for confirmation with Washington.*

**IMPORTANT ELIGIBILITY NOTE:**

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

## **BASIC FUNCTION OF POSITION:**

The Public Health Specialist (Surveillance) is the HIV/AIDS survey and disease surveillance portfolio manager. The job holder is the public health advisor responsible for providing technical expertise and assistance to the Ministry of Health (MOH) and other participating partners in the design, implementation and strengthening of routine disease surveillance systems and the conduct of large, complex surveys designed to measure HIV prevalence and other indicators of importance to evaluate the impact of HIV control programs. Carrying out these functions requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to facilitate communication and maintain collaborative working relationships with partner organizations. The job holder reports directly to the Epidemiologist or other official in charge of Strategic Information and plays an active leadership role in the Mission's PEPFAR Strategic Information Technical Working Group (TWG) and/or the Multi-sectored Technical Group.

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

Master of Public Health (MPH), Master of Science Degree or host country equivalent in public health, medicine, public health policy, epidemiology, demography, or behavioral science is required, at minimum.

### **WORK EXPERIENCE:**

Five years of mid- to senior-level public health experience in the management and development of epidemiological surveillance and/or large scale surveys of HIV/AIDS prevention, treatment, or care programs are required.

### **LANGUAGE:**

Level IV (fluency in speaking/reading/writing) in English; and level IV (fluency in speaking/reading/writing) in Ukrainian or Russian are required.

### **KNOWLEDGE:**

Job holder is required to have detailed knowledge of research methods and the collection, analysis and presentation of public health/epidemiologic data in order to plan, design, and direct the implementation of and strengthen procedures for collection, analysis and dissemination of HIV/AIDS epidemiological data. This includes knowledge of the principles, theories and practices of USG and internationally recognized standards for surveillance and survey regulations and procedures. Detailed knowledge of the host government health care system and structures, including familiarity with Ministry of Health policies, program priorities and regulations is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative

requirements in development and support of grants, contracts, memoranda of understanding and cooperative agreements is required.

### **SKILLS AND ABILITIES:**

Strong analytical skills to readily understand and discuss new surveillance program design, management, and implementation approaches are required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Excellent oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare substantive and analytical reporting. Strong management skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Excellent overall computer skills (keyboarding with both speed and accuracy) and advanced skill levels in use of at least one of the more common epidemiologic data analysis software (EPINFO, STATA, SAS, or SPSS) is required.

Excellent numerical skills for manipulating and reporting statistical data is required. Experience in the setting of computer software development standards, specifications and guidelines as well as experience working within already set standards to implement IT solutions is required. The incumbent will be expected to exercise tact in applying PEPFAR guidelines to unique and different public health surveillance activities, as surveillance programs and surveys are highly complex and can be threatening to stakeholders. Ability to persuade others, ingenuity and innovation will be required to influence collaborative organizations engaged in HIV/AIDS prevention, treatment and care programs to adopt appropriate strategies for improving the surveillance and survey process.

### **APPLICATION AND SELECTION PROCESS:**

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **February 20, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:521-51-55).

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

### ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- 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.
- US Citizen EFMs who are currently employed under *Family Member Appointment (FMA)* must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement (PSA)* must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other equally qualified candidates in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv 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.

CLEARED: TWilson - CDC (by e-mail)