



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#006

Date: January 29, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: HEALTH QUALITY IMPROVEMENT AND COMMUNICATIONS SPECIALIST, FULL-TIME

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Health Quality Improvement and Communications Specialist

POSITION OPEN TO: U.S. Citizen Eligible Family Members ONLY–STATE/USAID* (see definition on the second page)

POSITION SCHEDULE: FULL-TIME

GRADE LEVEL: FP-05 ** (full performance level)

OFFICE LOCATION: Office of Health, USAID

OPENING DATE: Immediate

DEADLINE: February 12, 2015 at 6 P.M. Kyiv Time

* This vacancy is open for STATE/USAID U.S. EFMs ONLY (per telegram 04 STATE 00273748)

**FP-05 is subject for confirmation by HR/EUR bureau in Washington DC

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in [3 FAM 1610](#)*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) 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; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

BASIC FUNCTION OF POSITION:

The Quality Improvement and Communications Specialist will undertake quality improvement monitoring, reporting, and training activities. The individual will also be responsible for documentation, communications, and information-sharing for the USAID/Ukraine Office of Health (OH). Even though the incumbent will primarily work on USAID activities, some activities will be highly coordinated with and support the interagency partners (Centers for Disease Control, Peace Corps, and US Department of Defense) under the President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent will also have limited management responsibilities as an Alternate Assistance Officer Representative (AOR).

The incumbent will work closely with the PEPFAR Coordinator on PEPFAR activities and the USAID Program Office on documentation, outreach, and communications (DOC) activities.

REQUIRED QUALIFICATIONS:

EDUCATION:

- At least a Bachelor's Degree or equivalent professional degree in Public Health or a related area such as nursing.

WORK EXPERIENCE:

➤ Minimum three years of progressively responsible experience in health-related activities, including site monitoring and evaluation, analytics, and documentation. Previous experience with the USG or international organization is required.

LANGUAGE PROFICIENCY:

➤ Level IV (fluent) ability in English is required.

JOB KNOWLEDGE:

➤ Good knowledge of quality improvement methodologies; good knowledge of public health-related communications and documentation; s/he will need to understand HIV/AIDS and TB epidemiology and programming in order to make recommendations about the improvement and consolidation of HIV and TB service provision. Knowledge of basics in HIV/AIDS, TB and/or other public health programs will be desirable.

SKILLS AND ABILITIES:

➤ Excellent interpersonal, oral/written communication skills. Knowledge of Word, Excel and PowerPoint computer software, and quality improvement and communications skills.

HOW TO APPLY FOR THIS POSITION:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by COB **February 12, 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) should be completed, signed and emailed to: KyivHR@state.gov or faxed to: [521-5000](tel:521-5000).

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 the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens. The incumbent of the position must be able to obtain and hold a **Secret (S) Clearance as determined by the Bureau of Diplomatic Security**.
- 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 U.S. EFM candidates will be interviewed by the hiring office, HR and CLO. The PEC will approve the candidate's selection for the position and HR will convey that selection to the Front Office for endorsement.

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:

JBerscheit– USAID (by email)