

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNALL 11/15**

**OPEN TO:** All Interested Candidates

**POSITION:** **Strategic Information Program Officer**, FSN-10; FP-5\* (steps 5 through 14)

**OPENING DATE:** March 14, 2011

**CLOSING DATE:** March 31, 2011

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$56,323 (Starting salary)  
(Position Grade: FP-5 will be confirmed by DOD Headquarters)  
\*Ordinarily Resident: US\$16,300 (Starting salary)  
(Position Grade: FSN-10)

**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for employment for the position of Strategic Information Program Officer in its Department of Defense (DOD) President's Emergency Plan for AIDS Relief (PEPFAR) program in Hanoi.

**BASIC FUNCTIONS OF THE POSITION**

The incumbent of this position will be responsible for providing oversight to all U.S. Department of Defense President's Emergency Plan for AIDS Relief (DOD PEPFAR) strategic information-related activities. The incumbent will plan, coordinate, supervise and implement all Strategic Information (SI) activities, including surveillance, surveys, monitoring and evaluation (M&E), information systems development, conducted by DOD PEPFAR in collaboration with the Ministry of Defense. As a technical expert in these fields, the incumbent will also be required to present and train others on each of these subjects. The primary responsibility of the position is the management of all SI activities for DOD PEPFAR and its partners supporting HIV/AIDS program activities as defined in the PEPFAR Country Operation Plan. The incumbent will have the authority to monitor, steer and prioritize activities based on the PEPFAR Vietnam team priorities and resources; work closely with fellow SI team members to ensure that all SI activities for total PEPFAR are well coordinated and complimentary; with the various PEPFAR Vietnam technical working group leaders and partners to ensure that strategic information and M&E needs of the national HIV/AIDS Program in Vietnam and PEPFAR Vietnam program priorities are met.

Please contact the Human Resources Office at 3850-5000 X5127 for further inquiries.

**QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) University Degree in Public Health and computer science is required. (2) Must have at least four years experience in public health surveillance/surveys field and monitoring and evaluation with prior experience and technical knowledge in data management (quality, collection, analysis, reporting) and program evaluation of HIV/AIDS prevention, care and support. (3) Must develop an understanding about: PEPFAR Vietnam, including US Government agencies work together to meet the President's goals and objectives; about DOD and Ministry of Defense (MOD) including its mission and operational protocol, including program goals, objectives, principles and priorities. Must have expert knowledge about computerized strategic information applications so that partners can tailor applications to meet the specifications of different programs and activities; remain current on developments of database software, data collection applications, and surveillance methodologies, as applicable to surveillance and program monitoring and evaluation. Incumbent will need a detailed knowledge of local information systems and companies. (4) Must be a self-starter with the ability to organize multiple complex and varying tasks involving collaborative work with Government of Vietnam, MOD, and Non-Government Organizations. Strong management skills are required. (5)

Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (e.g., SPSS, SAS, STATA, Microsoft Office, Excel, Publishing, PowerPoint) (this will be tested). **(6)** Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at [http://vietnam.usembassy.gov/job\\_opportunities.html#appforms](http://vietnam.usembassy.gov/job_opportunities.html#appforms). Paper copies are also available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

**ADDITIONAL SELECTION CRITERIA**

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website.

**SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy Hanoi  
No. 7 Lang Ha, Dong Da, Hanoi  
Tel. 84-4-3850-5000  
FAX: 84-4-3850-5019

**CLOSING DATE FOR THIS POSITION: MARCH 31, 2011**

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)