

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HNALL 10/06

OPEN TO: All Vietnamese Citizens

POSITION: A.I.D. Development Program Specialist, FSN-11

OPENING DATE: March 3, 2010

CLOSING DATE: March 17, 2010

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: US\$20,115 (Starting salary)
(Position Grade: FSN-11)

U.S. Agency for International Development (USAID) in Hanoi is seeking an individual for employment for the position of A.I.D Development Program Specialist for the President's Emergency Plan for AIDS Relief (PEPFAR) Coordination Office.

BASIC FUNCTION OF THE POSITION

Incumbent of this position will work closely with the PEPFAR Coordinator to support his/her role in coordinating activities funded under PEPFAR in Vietnam. As a member of the PEPFAR Coordination Office in Vietnam, the primary responsibilities of the Program Management Specialist include: facilitating communications between and among the various USG departments and agencies involved in implementing PEPFAR in Vietnam; liaising routinely with the Office of the U.S. Global AIDS Coordinator (OGAC) in Washington, DC; and helping the Coordinator ensure regular communication between the PEPFAR in-country team and the various coordinating bodies in Vietnam, including the GVN, Ministry of Health, major donors and other organizations, including the Global Fund, the World Bank, and the Department for International Development (DFID). The incumbent will assist in planning and leading the coordination, development, data entry and submission of the annual Country Operational Plan (COP) and the submission of semi-annual and annual reports and other documentation as required by OGAC. In addition, s/he will provide advice and counsel to the PEPFAR Coordinator, the PEPFAR Information Specialist and others, as required, on all matters related to HIV/AIDS in Vietnam.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office Hanoi. Please contact the Human Resources Office at 3850-5000 X5127 for questions.

QUALIFICATION REQUIREMENTS

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

1. Bachelor degree in the field of Social Work, Education, Public Health, Nursing, Medicine, or Health Sciences & Administration is required.

2. Must have a minimum of five years in progressively more responsible positions in the field of public health and/or development with at least three or more years of this experience with a USG Agency or other international/local organization or donor.
3. A comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS and the strategies most effective in HIV/AIDS prevention, care and support and monitoring and evaluation are required. Demonstrated knowledge and understanding of Vietnam's health system, especially the public health sector, and the appropriate government and non-government entities is critical to the successful performance of the duties assigned is required. Practical knowledge of health services, health sector reform, and the international/national/local health response in Vietnam is required.
4. Must be able to obtain, track and manage, analyze, and evaluate a variety of data and information to include financial data; organize and present technical information in concise written and oral form; plan, develop, manage and evaluate important and complex programs independently; furnish information and advice in assigned areas objectively; follow oral instructions, and organize prioritize and follow through on all assignments with minimal oversight; type accurately; edit documents and; demonstrate proficiency in work processing, spreadsheets, databases and other computer application (e.g., Microsoft Office, Excel, PowerPoint).
5. Must have the ability to maintain contact at all levels of the Government of Vietnam and with stakeholders in the non-government and non-government arena in order to explain PEPFAR project/program policies, objectives and procedures. Excellent interpersonal skills are required.
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees serving a probationary period and/or have not completed six months of employment with the Mission 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. The candidate must be able to obtain and hold post security clearance.

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at http://vietnam.usembassy.gov/job_opportunities.html#appforms or paper copies are 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.

SUBMIT APPLICATION TO

Human Resources Officer
U.S. Embassy, 7 Lang Ha Street, Hanoi

All applications must be put in sealed envelopes and addressed to the Human Resources Officer to receive consideration. Please write clearly on your envelope the position for which you are applying.

POINT OF CONTACT

Human Resources Office
U.S. Embassy Hanoi
Tel. 84-4-3850-5000
FAX: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: MARCH 17, 2010

(All applications must be received by the closing date to receive consideration)

AN EQUAL OPPORTUNITY EMPLOYER

The U.S. Mission in Vietnam 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.

Approved by: HRO/Williette Gooding
Drafted by: HRA/Tu Nguyen