

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 10/32

(Applicants who responded to Vacancy Announcement HNALL 10/15 do not need to reapply)

OPEN TO: All Interested Candidates
POSITION: Senior Program Management Specialist, FSN-11; FP-4*
OPENING DATE: August 17, 2010
CLOSING DATE: August 31, 2010
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$61,759 (Starting salary)
(Position Grade: FP-4 will be confirmed by CDC Headquarters)
*Ordinarily Resident: US\$22,127 (Starting salary)
(Position Grade: FSN-11)
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 Senior Program Management Specialist in its Centers for Disease Control and Prevention (CDC).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position is the senior Foreign Service National (FSN) leading the U.S. Centers for Disease Control and Prevention (CDC), Vietnam Program Management Branch. The incumbent will strengthen CDC's overall cooperative agreement management structure, which is highly complex, as it coordinates all activities with CDC Vietnam's technical branches and financial management staff and will be directly responsible for management of two or more cooperative agreements. The incumbent will provide assistance to grantees to improve program and financial management and will monitor, guide and assist grantees in prioritizing activities based on the CDC and President's Emergency Plan for AIDS Relief (PEPFAR) Vietnam goals, priorities and resources. In addition, the incumbent will monitor cooperative agreements, grants, contracts and other funding mechanisms and coordinate timely action and response to U.S. Government deadlines, assuring that grantees meet program and financial reporting requirements.

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) Master degree in Public Health (MPH) or related field is required. (2) Must have at least five years experience in project management, budget and project oversight of large of complex public health projects. Experience with the Vietnam HIV/AIDS response and knowledge of the related institutional environment is required. (3) Must have thorough knowledge of the principles of management of public health programs and practices. Familiarity with HIV/AIDS programs, PEPFAR, CDC Global AIDS Program and other related programs and policies. Knowledge of organization and operational concepts and practices applied by public, private, or non-profit agencies and organizations engaged in health related endeavors, especially as it relates to public health is required. Must have extensive knowledge of and experience with the principles, theories, and practice of USG grant, cooperative agreement and contract regulations and procedures management. Knowledge of project management tools and techniques to plan, schedule, implement, and evaluate complex programmatic and operational evaluation project is also required. (4) Must have ability to devise novel procedures and methods for HIV/AIDS program management and administrative support. Must also possess the capacity and skills to assess the progress of activities, re-prioritize and strategize as needed. Ability to establish effective diplomatic working relationships with individuals and official representatives of public health organizations, particularly those representing host nation Ministries and international and other organizations. (5) Level 4(Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 5(Professional) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at

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: AUGUST 31, 2010

(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.)