

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 10/44

OPEN TO: All Interested Candidates
POSITION: **Public Health Specialist (Prevention)**, FSN-12; FP-3*
OPENING DATE: November 17, 2010
CLOSING DATE: December 8, 2010
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$76,219 (Starting salary)
(Position Grade: FP-3 will be confirmed by Washington)
*Ordinarily Resident: US\$27,368 (Starting salary)
(Position Grade: FSN-12)
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 Public Health Specialist (Prevention) in its Centers for Disease Control and Prevention (CDC).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will be responsible for the design, implementation, coordination, and evaluation of a broad range of agency-funded HIV prevention program activities and duties required to implement the President's Emergency Plan for AIDS Relief (PEPFAR) in Vietnam. The incumbent will be the U.S. Government HIV/AIDS Prevention program public health advisor to the host country ministries-including the Ministry of Health as well as the Ministry of Labor, Invalids and Social Affairs-partners, including those funded by the host government or the Global Fund and non-governmental organizations (NGOs) in the implementation of prevention program activities and studies. The incumbent will be representing CDC Vietnam on HIV Prevention issues at technical, policy and strategic planning meetings, including meeting with collaborator and donor agencies. The incumbent will serve as the activity manager for HIV Prevention cooperative agreement and coordinate funding, reporting, and administration with the program management (extramural) team to assure projects are conducted and U.S. Government funds are appropriately utilized.

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 or host country equivalent in Public Health, Nursing, Health Policy, Public Administration, or Social Sciences is required. (2) At least eight years of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other public health program that involves coordinating with an international agency or implementing partner. One additional year of experience at the managerial level with one staff is required. (3) Must have comprehensive knowledge and experience in HIV/AIDS Prevention, including outreach programs, counseling and testing, accessing vulnerable populations, harm reduction (including Medication-assisted Treatment), behavior change, and study design. Detailed knowledge of U.S. Government public health programs and strategies; range of prevention programs, policies, regulations and precedents applicable to development and administration of national/international public health prevention program is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisition is required. (4) Must have a thorough public health knowledge of current HIV/AIDS issues; detailed knowledge of the host government health care system and structure including familiarly with Ministry of Health (MOH)

policies, program priorities and regulations; U.S. Government HIV/AIDS public health programs, strategic, methods, processes and techniques used to plan, develop, implement and evaluate results of prevention program. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of cooperative agreements is required. Ability to lead results-driven project teams and workgroups is required. (5) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be test). (5) Level4 (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_opportunitites.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: DECEMBER 8, 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.)