

**EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HNALL 10/57**

**OPEN TO:** All Vietnamese Citizens  
**POSITION:** **PEPFAR Program Management Specialist, FSN-11**  
**OPENING DATE:** December 14, 2010  
**CLOSING DATE:** January 4, 2011  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:** 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.

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

**BASIC FUNCTIONS OF THE POSITION**

The 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 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, and other major donors and other organizations. 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.

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) 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. Prior experience and technical or policy-related knowledge in some combination of HIV/AIDS, health policy, project management is required. (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, analyze, and evaluate a variety of data and information 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 word processing, spreadsheets, databases and other computer applications (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 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.

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: JANUARY 4, 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.)