

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNALL 11/30**

**OPEN TO:** All Interested Candidates  
**POSITION:** **A.I.D. Development Assistant Specialist (HIV/AIDS) FSN-11, FP-4\***  
**OPENING DATE:** May 10, 2011  
**CLOSING DATE:** May 24, 2011  
**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 Washington)  
\*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.

U.S. Agency for International Development (USAID), Hanoi is seeking an individual for employment for the position of A.I.D. Development Assistant Specialist in its Health and HIV/AIDS Office.

**BASIC FUNCTIONS OF THE POSITION**

Under the general supervision of the AIDS Technical Advisor for Care and Treatment Programs, the incumbent will serve as an important member of the USAID/Vietnam team. The incumbent's duties/responsibilities will involve full assistance in consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the HIV/AIDS care and treatment area. The incumbent will collaborate and coordinate with Mission colleagues in the USAID/Vietnam Mission. Additionally, the incumbent will interact with the Office of HIV/AIDS and the Global Health Bureau in Washington DC; collaborate with colleagues from the local donor community and from national governmental and non-governmental organizations; assist in: program management and evaluation, liaising with donors, partners and Ministries of Health, and Labor, Invalids and Social Affairs (MOLISA) officials, and identification and resolution of issues affecting overall program performance. The incumbent will work collaboratively with USAID/Vietnam's multiple implementing partners, especially those working in HIV/AIDS. The incumbent will be required to coordinate meetings; assist in monitoring programs on field visits, assist in evaluation of programs, provide technical insight, recommend solutions, and report on USAID-financed HIV/AIDS activities.

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) A University/College degree in the field of Medicine or Nursing is required. (2) Must have at least five years experience in progressively more responsible positions in the field of public health and development with at least three years in oversight, design and implementation of HIV care and treatment programs. (3) Must have a comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS prevention, care, treatment and support programs. Knowledge and understanding of the Vietnamese Health Systems and the appropriate government and non-government entities is required. Good understanding of education on sexual health and human rights as well as policy and advocacy issues is required. (4) Must have ability to analyze, understand and discuss new program design, management and implementation approaches. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. Strong oral and written communications skills and strong skills with interpretation of program monitoring and evaluation of data are required. (5) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel,

PowerPoint, etc.) (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: MAY 24, 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.)