



American Embassy

Corner of Independence and United Nations Avenues
P.O Box 31617, Lusaka, 10101, Zambia
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PEPFAR PROGRAM ASSISTANT

The Embassy of the United States of America invites applications from suitably qualified and experienced individuals to fill the position of President's Emergency Plan for AIDS Relief (PEPFAR) Program Assistant in the Mission's Defense Attaché's Office.

CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 9, with a salary ranging from ZK 126,085,897 to ZK 196,968,342 per annum. (FP equivalent final grade to be determined by Washington)

MAJOR DUTIES & RESPONSIBILITIES

Incumbent will be oversee and administer the Department of Defense's (DoD) PEPFAR portfolio, currently comprised of Zambia Defense Force HIV/AIDS activities and the twinning partnership with NMCSO. He/she will be responsible to monitor the projects, provide administrative support, track funding and project results. As DoD's Monitoring and Evaluation (M&E) point of contact and expert, the Program Assistant will assist the Manager with targets planning, setting, and monitoring and will support activities for all other DoD programs as necessary.

REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Bachelor's degree in Public Health, Business Administration, Public Administration, services or related field is required.
- Three years experience working with an international or non-governmental organization in the fields of program implementation and financial management, accounting, auditing or finance, HIV/AIDS or PEPFAR and monitoring and evaluation of programs is required.
- Level IV (fluent) English is required.
- Knowledge of advanced administrative practices and procedures common to office management such as the ability to operate computer applications (i.e., word processing, spreadsheets and databases) is required.
- Possession of skills in applying analytical and evaluative techniques to identify and resolve procedural or factual problems is required.
- Possession of a valid driver's license is required.

NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **March 25, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: Human Resources Office, American Embassy, Subdivision 694/Stand 100, Kabulonga District, Ibex Hill Road, P.O. Box 31617, Lusaka.

Only short listed candidates will be contacted.