American Embassy

Subdivision 694/Stand 100,
Kabulonga District, Ibex Hill Road
P.O Box 31617, Lusaka District, 10101, Zambia

PEPFAR SENIOR PROGRAM SPECIALIST

OPEN TO: All Interested Candidates/All Sources

POSITION: PEPFAR Senior Program Specialist, FSN-12; FP-3*

OPENING DATE: August 27, 2012

CLOSING DATE: September 10, 2012

WORK HOURS: Full Time 40 hours/week

SALARY: *Ordinarily Resident: ZMK 282,436,655.00 kwacha per annum (starting salary) (Position grade: FSN-12)
*****Not Ordinarily Resident (NOR): $76,219.00 USD per annum (starting salary) (Position grade: FP-03). Final salary determined by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lusaka is seeking an individual for the position of Senior Program Specialist to work within its Presidents Emergency Plan for Aids Relief (PEPFAR) Office.

BASIC FUNCTION OF POSITION

Incumbent will administer and manage the Department of State's PEPFAR portfolio as implemented in Zambia. The portfolio of activities is comprised of support for HIV/AIDS programs targeting refugee populations in Zambia; active engagement in the HIV/AIDS Cooperating Partners Forum and Troika and Joint Financing Agreements; data management and reporting via PEPFAR's Strategic Information platform; and, the PEPFAR Prevention and OVC Small Grants programs. As the most senior FSN on the PEPFAR Coordination team, the Program Specialist will also actively engage with senior government officials to ensure the full alignment of PEPFAR investments with Government strategic priorities in HIV/AIDS. S/He will also work closely with the Office of the Global AIDS Coordinator (OGAC) to ensure that PEPFAR/Zambia is aligned with OGAC priorities and requirements. S/He will work with the PEPFAR Country Coordinator to ensure that all submissions to Washington are accurate and timely and fully aligned with OGAC instructions and requirements. As the Department of State's lead expert for PEPFAR Monitoring and Evaluation (M&E), the Program Specialist will establish State PEPFAR targets and will support M&E activities for other State programs as necessary. Incumbent will also oversee all PEPFAR Strategic Information and reporting including Annual and Semi Annual Performance Reviews (A and SAPR); the formulation of indicators for the Country Operational Plans and the collection and reporting of all PEPFAR data to OGAC.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact telephone number 357000 extension numbers 7284, 7153 or 7136.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A Master's Degree in social sciences or other relevant field is required.
2. Six years experience working in HIV/AIDS with the USG, the GRZ, donors and/or with a large non-governmental organization required. Experience must demonstrate increasing levels of job complexity and responsibility. At least 3-5 years of management experience is also required.
3. Fluent English (level IV) and good working knowledge (level III) of either Bemba or Nyanja is required. Language proficiency will be tested.
4. Must possess in-depth knowledge of PEPFAR as an interagency organization and approach to HIV/AIDS programming; be conversant with PEPFAR policies/procedures and requirements and must be able to effectively communicate these to the broader interagency group as well as to GRZ counterparts and other stakeholders.
5. Must possess detailed and broad knowledge of the health sector in Zambia; the Ministry of Health and the NAC.
6. Must possess detailed and expert knowledge on the most up to date practices for establishing indicators/measures for PEPFAR programs; data collection and analysis.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Background Security Certification.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the <u>same information</u> found on the UAE; **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

The Human Resources Office
American Embassy
Subdivision 694/Stand 100, Ibex Hill Road, Lusaka District
P.O. Box 31617, Lusaka.

Email to HR_Lusaka@state.gov (Emailed applications preferred, but not required.)

POINT OF CONTACT

Telephone: 357-000 extension numbers 7284, 7153, or 7136.

CLOSING DATE FOR THIS POSITION: September 10, 2012

The U.S. Mission in Lusaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen;
- EFM (see above) at least 18 years old;
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM;
- Not on the travel orders of the sponsoring employee;
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country;
- Does not ordinarily reside (*OR*, see below) in the host country;
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Only short listed candidates will be contacted.