



# American Embassy

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

## **PUBLIC HEALTH SPECIALIST (BIOMEDICAL PREVENTION – VOLUNTARY MEDICAL MALE CIRCUMCISION LEAD)**

<b>OPEN TO:</b>	All Interested Candidates/All Sources
<b>POSITION:</b>	Public Health Specialist (Biomedical Prevention – Voluntary Medical Male Circumcision Lead), FSN 12, FP-3*
<b>OPENING DATE:</b>	September 24, 2012
<b>CLOSING DATE:</b>	October 8, 2012
<b>WORK HOURS:</b>	Full Time 40 hours/week
<b>SALARY:</b>	Ordinarily Resident (OR): ZMK 282,436,655.00 p.a. Starting salary) (Position Grade: FSN-12); Not-Ordinarily Resident (NOR): \$76,219.00 USD p.a. (Starting salary) (Position Grade: FP-3)

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 Public Health Specialist (Biomedical Prevention – Voluntary Medical Male Circumcision Lead) in the Mission's Center for Disease Control and Prevention (CDC) Office.

### **BASIC FUNCTION OF POSITION**

Job holder is an HIV/AIDS prevention public health expert responsible for the implementation, coordination, monitoring and evaluation of designated HIV prevention program activities and studies required to achieve results under the CDC Zambia's U.S. President's Emergency Plan for AIDS Relief (PEPFAR) program. Supervised by the Prevention Care and Treatment Branch Chief, Job Holder carries out these responsibilities by developing and maintaining close working relationships with the Zambia Ministry of Health and implementing partner organizations specifically in order to ensure that Voluntary Medical Male Circumcision (VMMC) as well as other biomedical prevention program activities and studies in the host country are carried out in accordance with the cooperative agreement or partnership frameworks with the Government of Zambia Ministry of Health. Job holder coordinates funding, reporting and administration with the extramural team to assure projects are conducted and USG funds are appropriately utilized. Job holder will be responsible for overall management and coordination of the medical male circumcision program. Whilst focusing on biomedical HIV prevention, the job holder will collaborate with the Public health Specialist – HIV prevention, to ensure that a comprehensive HIV portfolio is built and sustained across the CDC implementing partner organizations and the Ministry of Health.

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 7286, 7136, or 7286.

### **QUALIFICATIONS REQUIRED**

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

1. Doctor of Medicine (MD) with completion of post graduate specialty training in surgery, obstetrics, public health or other relevant field of medicine or host country equivalent degree in medicine is required.
2. A minimum of 5 years of work experience in HIV public health program activities part of which should include male circumcision for HIV prevention (planning, developing, implementing and evaluating such HIV public health programs) is required. At least one year of the above must be at the supervisory or managerial level working with multiple staff
3. Level IV English (fluency in both written and oral) is required. Language proficiency will be tested.
4. Comprehensive knowledge and experience in VMMC and other biomedical HIV prevention strategies, HIV/AIDS public health programs, methods, processes, techniques used to plan, develop, implement and evaluate results of HIV prevention and treatment programs is required.
5. Strong oral and written communications skills and ability to analyze understand and discuss new program design, management and implementation approaches are required.
6. The ability to lead project teams and work groups and to develop effective working relationships with national and international working partners is also required.

## **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 same information 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.

[HR\\_Lusaka@state.gov](mailto:HR_Lusaka@state.gov) (Emailed applications preferred, but not required.)

## **POINT OF CONTACT**

Telephone: 357-000 extension numbers 7153 or 7136.

**CLOSING DATE FOR THIS POSITION: October 8, 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.*

*An Equal Opportunity Employer*

*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.***