



# American Embassy

Corner of Independence and United Nations Avenues  
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## PMTCT COORDINATOR

The Embassy of the United States of America invites applications from suitably qualified and experienced individuals to fill the position of Prevention of Mother to Child Transmission (PMTCT) Coordinator in the Mission's Centers for Disease Control and Prevention.

### 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 11, with a salary ranging from ZK 230,317,329 to ZK 352,503,580 per annum per annum. (FP equivalent final grade to be determined by Washington)

### MAJOR DUTIES & RESPONSIBILITIES

The Prevention of Mother to Child Transmission (PMTCT) Coordinator develops, organizes, implements, and coordinates activities of various PMTCT programs conducted by CDC in collaboration with the Ministry of Health (MOH) and other implementing partners throughout Zambia. The incumbent serves as the primary CDC contact for implementing partners for technical issues related to CDC-supported PMTCT program activities. In this capacity, serves as the Activity Manager for three CDC-supported PMTCT cooperative agreements. The incumbent must have thorough knowledge of a wide range of clinical interventions related to HIV prevention and maternal and child health, evaluating programmatic interventions, as well as strong knowledge and experience in adapting methodologies to current situations to ensure that program objectives are met.

### REQUIRED QUALIFICATIONS

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

- Bachelor's degree in Nursing or Medicine, with relevant Master's degree, equivalent Post graduate qualification or specialization is required.
- Five years work experience planning, developing, implementing and evaluating HIV or maternal and child health programs is required.
- Fluent (Level IV) English and limited knowledge (level II) of one widely spoken local language is required.
- Comprehensive knowledge and experience in HIV prevention and treatment strategies, maternal and child health issues, HIV/AIDS public health programs, methods, processes, techniques used to plan, develop, implement and evaluate results of HIV prevention and treatment programs; and comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations are required.
- Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts, cooperative agreements, grants or purchase requisitions is required.
- Strong oral and written communications skills and ability to analyze, understand and discuss new program design, management and implementation approaches are 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 31, 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.*