



# American Embassy

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

## **PUBLIC HEALTH SPECIALIST TEAM LEAD (HIV/AIDS MONITORING & EVALUATION)**

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Public Health Specialist Team Lead (HIV/AIDS Monitoring and Evaluation),  
FSN-12; FP-3\*
- OPENING DATE:** September 17, 2012
- CLOSING DATE:** October 1, 2012
- WORK HOURS:** Full time; 40 hours/week
- SALARY:** \*Ordinarily Resident (OR): ZMK282, 436,655.00 per annum (Position Grade: FSN-12);  
\* Not-Ordinarily Resident (NOR): \$76,219.00 USD p.a. (Starting salary) (Position  
Grade: FP-03)

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 Team Lead (HIV/AIDS Monitoring and Evaluation) in the Mission's Center for Disease Control and Prevention (CDC) Office.

### **BASIC FUNCTION OF POSITION**

Job holder is a senior program specialist and key public health technical advisor to the official responsible for HIV/AIDS Strategic Information (SI) activities within the agency in country. S/he leads the CDC M&E Team in-country under the supervision of the Branch Chief. The incumbent supervises 2-3 staff, and is responsible for planning strategy, overseeing implementation and executing M&E program goals so that larger branch, agency, interagency and government goals are met. Job holder works at a project management level with the Ministry of Health, implementing partners, non-governmental organizations, contractors and grantees to coordinate the design and ensure appropriate, high quality implementation and strengthening of monitoring systems and evaluation projects as defined in the Country Operational Plan (COP). Quantifying progress towards targets set for PEPFAR and the national HIV response requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to develop and maintain collaborative working relationships with USG partners at both implementer and national levels. Jobholder represents the agency on M&E issues at technical, policy and strategic planning meetings, including meetings with collaborators and donors.

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, 7286, or 7136.

### **QUALIFICATIONS REQUIRED**

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

1. Masters degree or host country equivalent in public health, epidemiology, evaluation and monitoring with specialization in quantitative aspects is required.
2. A minimum of ten years of progressively responsible, professional-level experience working as an M&E specialist in a health/medical research organization, university or public health program implementing agency is required. Of this experience, three years should be in project lead roles and one year managing staff on special projects.
3. English Level IV (fluent) is required. Language proficiency will be tested. Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports.
4. Strong knowledge of monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and data use; high level of competency in managing data information and evaluations on large scale health or HIV/AIDS activities and good knowledge of data management processes and tools, including web-based database systems are required.
5. Ability to analyze, understand and discuss new program design, management and implementation approaches is required.
6. In-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of HIV/AIDS programs is required.

## **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 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:**

*An Equal Opportunity Employer*

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 7284, 7136 or 7286.

**CLOSING DATE FOR THIS POSITION: October 1, 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.

EFM's 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.***