



# American Embassy

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

## CDC WATER SANITATION PROGRAM EVALUATION ADVISOR

<b>OPEN TO:</b>	All Interested Candidates
<b>POSITION:</b>	Water Sanitation Program Evaluation Advisor, FSN-10; FP-5
<b>OPENING DATE:</b>	February 10, 2014
<b>CLOSING DATE:</b>	February 24, 2014
<b>WORK HOURS:</b>	Full Time; 40 hours/week
<b>SALARY:</b>	Ordinarily Resident (OR): KR 174,015.64 p.a. (Starting salary) (Position Grade: FSN-10); *Not-Ordinarily Resident (NOR): \$56,323 USD p.a. (Starting salary determined by Washington) (Position Grade: FP-5)

The Embassy of the United States of America in Lusaka is seeking to hire an individual for the position of Water Sanitation Program Evaluation Advisor in the Mission's Centers for Disease Control and Prevention (CDC) Office.

### **BASIC FUNCTION OF POSITION**

Incumbent serves as primary point of contact and liaison to coordinate activities and communication with CDC Atlanta, CDC Zambia, MCA-Zambia and data collection firm. Conduct routine monitoring of intervention activities, providing regular reports of the status of intervention implementation and other water and sanitation-related activities in the treatment and control areas. Provide technical support on development of evaluation materials, including development of data collection firm terms of reference, survey instruments, translation, and field testing of survey instruments. Provide training, and systematic, regular, and rigorous oversight of evaluation firm's progress including regular progress reports of data collection during baseline and follow-up rounds of the household and business surveys. Supervise data quality and perform data management functions as needed.

Provide oversight and management of data collection associated with laboratory-based surveillance for diarrheal illnesses at health facilities in intervention and control areas.

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, 7136, or 7286.

### **QUALIFICATIONS REQUIRED**

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

1. Master's degree or host country equivalent in public health, engineering, epidemiology, social sciences or related discipline with specialization in quantitative aspects of monitoring and evaluation is required.
2. Three years progressively responsible, professional-level experience working in a quantitative and/or coordinating role in a health, medical or engineering evaluation organization, university or public health program implementing agency is required. One of these years of experience must be as a project lead.
3. Fluent (Level IV) oral and written English is required. Language proficiency will be tested.
4. Strong knowledge of data management processes and tools, including web-based database systems; monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and data use is required.
5. High level of competency in managing data and evaluations on large scale health or engineering activities is required. Ability to plan, organize and direct multi-disciplinary project teams and activities is required.
6. Ability to analyse, understand and discuss new program design, management and implementation approaches is required. This includes the development of survey indicators and monitoring systems, evaluation designs, use of reliable and valid instruments, field experience in data collection, and methods in data 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 EFM's 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:**

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: February 24, 2014**

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.*