

Vacancy Announcement

ANNOUNCEMENT NUMBER: 09/26

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OPEN TO: All Interested Candidates
POSITION: Public Health Specialist (HIV/AIDS Treatment),
FSN-12*/FSN-11*;
FP- 03*/FP-04*
OPENING DATE: October 9, 2009
CLOSING DATE: November 6, 2009
WORK HOURS: Full-time; 40 hours/week
SALARY: Not-Ordinarily Resident (NOR): FP-03*/FP-04*
Ordinarily Resident (OR): G\$8,767,984.00 per annum (FSN-12)*
G\$6,200,733.00 per annum (FSN-11)*

LENGTH OF HIRE: Continuation of employment is dependent on the availability of funds.

***All qualifications criteria must be met. Actual grade and salary will be based on the experience of the applicant.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE ELIGIBLE TO OBTAIN WORK AND/OR RESIDENCY PERMITS. APPLICANTS WHO ARE NOT ELIGIBLE FAMILY MEMBERS AND WHO ARE CONSIDERED NOT ORDINARILY RESIDENTS MUST ALSO BE ELIGIBLE TO OBTAIN WORK AND/OR RESIDENCY PERMITS.

THIS IS A LOCAL POSITION – NO LOCATION/ TRANSPORTATION TO DUTY POST WILL BE AUTHORIZED.

The United States Embassy in Georgetown is seeking an individual for the position of **Public Health Specialist (HIV/AIDS Treatment)** for the Centers for Disease Control and Prevention.

BASIC FUNCTION OF POSITION:

The incumbent of this position is a senior project manager and the key public health advisor on treatment to the Management Team of the HIV/AIDS Program. Job holder provides comprehensive public health technical, administrative and managerial advice and assistance in support of treatment and other HIV-related activities provided under the President's Emergency Plan for AIDS Relief (PEPFAR). Responsibilities include day-to-day program management and development, monitoring, reporting and close collaboration with PEPFAR partners to ensure implementation is carried out in accordance with program strategic objectives and internationally recognized best practices. Partners include other PEPFAR agencies, host government ministries (including the Ministry of Health), Global Fund, International Organizations (IO) and Non-Governmental Organizations (NGO), and Implementing Partners involved in treatment of HIV/AIDS in country. Job holder represents the Centers for Disease Control and Prevention in Guyana on AIDS treatment issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

QUALIFICATIONS REQUIRED:

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

1. Doctoral level (Dr.PH., MD or PhD) degree or host country equivalent in medicine or nursing is required
2. Experience
 - a. FSN-12/FP-3: Five years of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS treatment programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required.
 - b. FSN-11/FP-4: Four years of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS treatment programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required.
3. Level IV Fluent English, in reading/writing/speaking, is required.
4. Thorough public health knowledge of current HIV/AIDS issues is required.
5. Must have strong skills in the clinical management of HIV/AIDS.
6. Comprehensive knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US 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.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered.

1. An OF-612 obtained from the Embassy's Human Resources Office (the form is Georgetown-specific, so you **MUST** get it from the Embassy) or a current resume containing all information requested in the OF-612. You may request the form via e-mail at HROGeorgetownH@state.gov

or you may obtain it directly from the Human Resources office or from the Embassy's VIP guard booth on Duke Street; plus

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. All ordinarily resident applicants must be eligible to obtain work and /or residency permits. Applicants who are not eligible family members and who are considered not ordinarily residents must also be eligible to obtain work and/or residency permits.

SUBMIT APPLICATIONS TO:

Human Resources Office
(Public Health Specialist - HIV/AIDS Treatment)
American Embassy
Georgetown

POINT OF CONTACT:

Human Resources Office
Telephone: (592) 225-4900
FAX: (592) 225-8497

CLOSING DATE FOR THIS POSITION: November 6, 2009

The US Mission in Guyana 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.