



## VACANCY ANNOUNCEMENT

No. 2009-006	Date: April 3, 2009	Ref:
Subject:	<b>REPRODUCTIVE HEALTH AND FAMILY PLANNING PROGRAM MANAGER</b>	
Location:	<b>ABUJA – HEALTH, POPULATION AND NUTRITION OFFICE</b>	
Applicability:	<b>ALL INTERESTED CANDIDATES</b>	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Reproductive Health and Family Planning Program Manager, FSN-11

**OPENING DATE:** April 3, 2009

**CLOSING DATE:** April 16, 2009

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*FSN: N3,902,031.00 p.a (Starting basic salary on FSN-11 Position Grade)  
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

**NOTE:** Recruitment/Position is subject to the availability of funding.

The **USAID/Nigeria in Abuja** is seeking to employ a suitable and qualified candidate for the position of a Reproductive Health and Family Planning Program Manager in the Health, Population and Nutrition Office.

### **BASIC FUNCTION OF THE POSITION:**

The incumbent under the supervision of the Team Leader, Health, Population and Health (HPN) office, the Reproductive Health (RH) and Family Planning (FP) Program Manager provides technical and program expertise to the HPN Team. The primary responsibility is project management and to provide technical advice on reproductive health and family planning to members of the HPN Team and other Investing In People (IIP) staff as needed. This includes acting as COTR for bilateral agreements or contracts, Activity Manager of field support activities, participating in design of new programs/projects and evaluation of ongoing programming, advising the Mission and other stakeholders (including Ministry Of Health (MOH) and other donors) on best

practices, participating in relevant sector-wide technical working groups with the MOH and other donors, and helping USAID/Nigeria integrate RH/FP into other areas of its portfolio, including health, HIV/AIDS, education, and the conflict affected areas of the country. Keep abreast of current publications and information on international RH/FP, and its programming in developing countries, in order to advise the Mission on all issues related to RH/FP.

**A copy of the complete duties and responsibilities is available in the Human Resources Office. Contact (09-461-9323).**

Or visit our Mission websites at: <http://www.usaid.gov/ng>

### **MINIMUM REQUIRMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. Masters degree in Medicine, Public Health, Nursing, Health Management or a related field is required.
2. Five years of progressively responsible professional experience working in the health, reproductive health/family planning, and/or the development field in Nigeria is required.
3. Level IV (Good Working Knowledge) English language (Speaking /Reading) is required.
4. State-of-the Art, specialized knowledge of technical and programmatic approaches in Reproductive Health/Family Planning, program management strategies, monitoring and evaluation methods and demonstrated knowledge of the concepts, principles, techniques, and practices of Nigerian RH/FP policies and programs is required.
5. Incumbent must be able to work effectively with mid and senior level public and private sector officials from the Government of Nigeria (GON) and Implementing Partners (IPs), develop effective and collaborative manager-to-manager relationships with IPs, ability to effectively manage stress and conflict is required.
6. Demonstrated advanced analytical, problem solving, organizational and excellent writing and computer skills are required.

### **SELECTION PROCESS:**

It is essential that the candidate 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 employees who are qualified will be given preference.
4. Only successful applicants who meet the minimum requirements will be notified.
5. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
6. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

### **HOW TO APPLY:**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. A **type-written application** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities; plus
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. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

### **SUBMIT APPLICATION TO:**

The Executive Officer  
USAID/Nigeria  
7 – 9 Mambilla Street  
Off Aso Drive  
Maitama  
Abuja

### **POINT OF CONTACT:**

Tel: 09-461-9300 ext. 9323

**CLOSING DATE FOR THIS POSITION IS: APRIL 16, 2009**  
An Equal Opportunity Employer

Approved:EXO: CDAILEY  
Drafted:HR: CEdereka  
Cleared:EXO: AWind