



# USAID | ZAMBIA

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## **PUBLIC HEALTH SPECIALIST (HIV PREVENTION) ANNOUNCEMENT 09-05**

USAID/Zambia has an immediate opening for a Public Health Specialist, HIV Prevention in the MultiSector HIV/AIDS.

The successful candidate of this position will be the key public health advisor on prevention to the HIV/AIDS Team Lead of the HIV/AIDS Program. The incumbent will be responsible for the design, implementation, coordination, and evaluation of a broad range of agency-funded HIV prevention program activities and studies required to implement the President's Emergency Plan for AIDS Relief (PEPFAR) in Zambia. S/he will be the U.S. Government HIV/AIDS prevention program public health advisor to the host country ministries (including the Ministries of Health, Education, Youth Sport and Child Development, and Community Development and Social Services), partners, including those funded by the host government or the Global Fund and nongovernmental organizations (NGOs) in the implementation of prevention program activities and studies. The incumbent represents USAID/Zambia on HIV prevention issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. S/he serves as the activity manager for HIV Prevention grants, cooperative agreements, and contracts and coordinates funding, reporting, and administration with the extramural team to assure projects are conducted and USG funds are appropriately utilized

### **Major Duties and Responsibilities:**

Prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with overall program objectives in support of the PEPFAR prevention program in (country). Prevention programs include, but are not limited to, education/outreach, behavior change, voluntary counseling and testing (VCT), youth-directed programs, prevention of transmission of mother to child (PMTCT), targeting highly vulnerable populations.

Serves as a technical advisor to the National AIDS Council (NAC), and partner Ministries or government/non government entities as appropriate in furthering their HIV/AIDS prevention programs, focusing on non-duplication of services provided by USG agencies and cooperative partners. Works closely with host government Ministry of Health, international organizations, as well as partners funded by the government to influence collaborating organizations engaged in HIV/AIDS Prevention programs to adopt appropriate strategies for their program activities.

Provides guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to ensure consistency with PEPFAR policies and guidance and host country policy regulations. Provides advice and recommendations to the Team Leader in interpreting data on health objectives and indicators related to specific HIV/AIDS prevention programs. Designs practical training courses as required for various target audiences on how to implement, monitor and evaluate HIV/AIDS prevention programs, use M&E data and report progress to key stakeholders. Conducts on-the-job training sessions to ensure partner staff is up-to-date with prevention protocols and strategies.

Leads site assessments of PEPFAR prevention programs carried out by implementing partners of the USAID. Collects data and prepares technical assistance requests to be sent to the US Embassy PEPFAR office, and/or designated agency leaders and develops scopes of work as needed for the requests. Prepares oral and written reports on the progress of program activities on monthly, quarterly and annually basis. In coordination with the supervisor serves as control officer for site visits to prevention program activities by agency and inter-agency PEPFAR officials.

As the Agreement/Contracting Officer's Technical Representative (AOTR/COTR) for a portfolio of around five programs/projects, s/he takes a major technical role in the activity design, Request for Application/Proposals, or Annual Program Statement review of applications, supplemental awards, and requests for extensions. Liaises with the agency

grants, cooperative agreements and contracts and technical specialists at post and in the U.S. on technical reviews and funding awards for approximately five grants/cooperative agreements annually, estimated at around \$3-4 million per year.

As a international expert on matters pertaining to HIV/AIDS prevention, job holder represents USAID/Zambia at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. This includes all USG agencies (Departments of State, Defense, and Health and Human Services [including Centers for Disease Control and Prevention and the Health Resources and Services Administration] USAID, and Peace Corps). Serves on intra- and inter-branch PEPFAR projects, frequently taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements or tasks.

### **DESIRED QUALIFICATIONS**

**Education:** Masters (MPH, MSHP) Degree or host country equivalent in public health, nursing, health policy, public administration, or social sciences is required.

**Prior Work Experience:** Eight years of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other public health programs that involve coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level with multiple staff is required. Previous experience working with/for the U.S. government along with understanding of PEPFAR substantially valued.

**Language Proficiency (level and specialization):** Level IV (fluency – speaking/reading/writing) English is required.

**Job Knowledge:** Comprehensive knowledge and experience in HIV/AIDS prevention counseling and interventions, behavior change, care, treatment and testing is required. Knowledge of U.S. government public health programs and strategies is required. Knowledge of the range of prevention programs, policies, regulations and precedents applicable to development and administration of national/international public health prevention program is required. Knowledge of the host government health care system and structures including familiarity with NAC and MOH policies, program priorities and regulations is required. Knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of treatment programs is required. Comprehensive knowledge and experience in HIV/AIDS prevention is required. Thorough public health knowledge of current HIV/AIDS issues is 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 is required.

**Skills and Abilities:** Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners are required. The ability to lead results-driven project teams and workgroups is required. Intermediate user level of word processing, spreadsheets and databases is required. Numerical skills for data analysis are required.

Qualified Zambian candidates should send a formal letter of application, a current CV, photocopies of professional certificates, degrees and the contact information for three professional references. Please reference the above announcement number.

The Executive Officer  
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Lusaka

Closing Date and time: April 3, 2009 at 12:00 noon.

Only short-listed candidates will be notified and provided with further instructions. Please note that no telephone enquiries will be entertained.