



USAID | ETHIOPIA

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DATE: MARCH 24, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 03/16

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: USAID PROJECT MANAGEMENT SPECIALIST (HIV/AIDS PREVENTION)

LOCATION OF WORK: U.S. EMBASSY, ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: APRIL 7, 2016

SALARY: FSN-12 (USD 24,926 to USD 44,870) depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: The USAID Project Management Specialist (HIV/AIDS Prevention) will be directly supervised by the USAID Project Management Specialist (Deputy HIV/AIDS Team Leader). The position will serve as the expert in HIV/AIDS prevention, providing technical leadership in this field. The position will serve as the Agreement Officer's Representative for two five-year HIV prevention flagship projects totaling \$70 million, requiring the incumbent to provide expert level technical expertise, senior leadership, and management, policy guidance and coordination of HIV/AIDS prevention activities. The USAID Project Management Specialist (Senior HIV/AIDS Prevention Advisor) will also be responsible for overseeing additional bilateral and field support HIV prevention programs worth \$55 million. The incumbent will serve as a cluster lead for HIV prevention. He/she will co-chair PEPFAR/Ethiopia's interagency Prevention Technical Working Group. The position will also lead the preparation of the prevention components of the annual Country Operational Plan, as well as ensure that overall PEPFAR goals are achieved. Additionally, the incumbent will supervise two FSN USAID Project Management Specialists (Prevention Advisors) positions within the Prevention Cluster. The USAID Project Management Specialist (Senior HIV/AIDS Prevention Advisor) will focus 70% of his/her time on HIV/AIDS prevention and 30% of his/her time on linkages to care, support and treatment programs. The USAID Project Management Specialist (Senior HIV/AIDS Prevention Advisor) will provide policy and strategy leadership to the Government of Ethiopia and other donors, representing the interests of the U.S. Government to senior level officials at the Ministry of Health, the Federal HIV/AIDS Prevention and Control Offices, Ministry of Education, Ministry of Labor and Social Affairs, and other government and non-governmental agencies.

MINIMUM QUALIFICATIONS: To qualify, the applicant must possess the following:

EDUCATION: Master's Degree in public health or related social science field (such as, anthropology, clinical services, epidemiology, etc.) is required.

EXPERIENCE: Minimum of five years of progressively responsible professional experience in the field of health and HIV/AIDS program management and implementation. At least two years of this experience is required to be in program design, program evaluation and implementation in a developing country context. Out of the five years of experience, two years must be supervisory experience.

LANGUAGE: Level IV (Fluent) spoken and written English and Amharic is required, and fluency in one other Ethiopian language preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of HIV/AIDS programming, in particular combination HIV prevention, is required. Understanding of community and facility-based HIV prevention services, socio economic and political context, challenges in the developing countries context is required. Demonstrated knowledge of policy, technical and operational aspects of HIV/AIDS prevention program management; knowledge of HIV/AIDS issues, best practices and innovations in prevention is required. Ability to work independently with only general guidance. Ability to effectively and independently plan and execute day-to-day responsibilities. Strong written and oral English language skills are required. Excellent computer skills, particularly with Microsoft Office software (word processing and spreadsheets) required, and databases (ACCESS or web-based preferred). Ability to readily understand, analyze and discuss issues around HIV/AIDS combination prevention. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames. Demonstrated organizational, managerial and decision making abilities. S/he must be able to communicate effectively in writing and verbally in English and participate in discussions and meetings effectively. Strong interpersonal skills and ability to work with a wide range of partners in a complex cultural and bureaucratic environment is required. Ability to produce concise well-written reports in English. Ability to work effectively in a team situation and to negotiate difficult issues and build consensus to achieve results with a wide range of program partners. The incumbent should have the ability to establish and maintain contacts with a wide range of senior government officials, implementing partners, and site-level providers engaged in HIV/AIDS prevention services. The incumbent also should be able to obtain and rapidly analyze information, evaluate data, and prepare reports and related documents. The selected candidate must be capable of producing high-quality work, often under time pressure and in complex situations.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [[Universal Application for Employment \(DS-174\)](#)] along with the credential documents to USAID Ethiopia, Human Resources Office via the email address addisusaidjobs@usaid.gov. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

For your application to be considered, the following documents must be submitted:-

- Letter of Application/Cover Letter;
- Completed and Signed Application for Employment Official Form–DS-174 found here [Universal Application for Employment \(DS-174\)](#);
- Current Resume/CV;
- Copies of credential documents (i.e., degree, training certificates, etc.);
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say – Vacancy 03/16 USAID Project Management Specialist (HIV/AIDS Prevention);
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at local Ethiopian time 5 p.m.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the



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hiring
office

for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: THE APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). THE FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

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