



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: JUNE 10, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 05/16

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: USAID PROJECT MANAGEMENT SPECIALIST (CARE & TREATMENT CLUSTER LEADER)

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

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: JUNE 24, 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 (Care and Treatment Cluster Leader) sits on the HIV team within the USAID Health, AIDS, Population, and Nutrition Office. The position will serve as the expert in HIV/AIDS adult care and treatment, providing technical leadership in this field and will lead the Care and Treatment Cluster, one of four programmatic sub-teams of the USAID HIV Team. The USAID Project Management Specialist (Care and Treatment Cluster Leader) will be directly supervised by the HIV Deputy Team Leader for Programs and will supervise one FSN Care and Support Advisor. The USAID Project Management Specialist (Care and Treatment Cluster Leader) will play a key role in working with the GOE and other donors, facilitating communication and maintaining collaborative working relationships with senior-level officials at the Ministry of Health; the HIV/AIDS Planning and Control Offices; and other government and non-governmental agencies.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following:

EDUCATION: A medical degree with specialty in internal medicine is required; an MPH or MSc in related field is preferred.

EXPERIENCE: Minimum of seven years of progressively responsible experience in clinical medicine and/or public health is required. Three of these years should be specifically working in infectious diseases, mainly HIV/AIDS treatment. Also required within these years of experience is two years of supervisory experience.

LANGUAGE: English and Amharic Level IV required. This will be tested.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of HIV/AIDS programming including adult treatment is required. Understanding of facility-based clinical services, socio economic and political situations, challenges in the developing country context is required. Demonstrated knowledge of policy, technical and operational aspects of HIV/AIDS adult treatment management. Knowledge of HIV/AIDS issues, best practices and innovations in adult treatment is required. Knowledge of HIV/nutrition linkages and

programmatic impact. Excellent computer skills, particularly with Microsoft Office software (word processing and spreadsheets) required, and database knowledge (ACCESS or web-

based – preferred). Ability to readily understand, analyze and discuss issues around adult treatment and HIV-nutrition linkages. 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. Ability to work independently with little supervision. The incumbent should have the ability to establish and maintain contacts with a wide-range of government officials, implementing partners, and site-level providers engaged in HIV/AIDS 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 05/16 Project Management Specialist (Care & Treatment Cluster Team Leader);
- 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 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.

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website:
<http://www.usaid.gov/ethiopia>

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

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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