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DATE: AUGUST 23, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 12/16 (RE-SOLICITATION)

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: PROJECT MANAGEMENT SPECILAIST (HIV/AIDS DEPUTY TEAM LEADER)

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

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: SEPTEMBER 6, 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: Reporting directly to the HIV/AIDS team leader, the deputy provides technical and management support and is involved in the planning, design, and evaluation of HIV/AIDS activities. The incumbent will assist the HIV team leader in providing day-to-day programmatic oversight for the entire HIV/AIDS portfolio. S/he is responsible for helping the team achieve its PEPFAR results and supervises three foreign service national (FSN) employees: prevention cluster leader, care and treatment cluster leader, and social services cluster leader. S/he facilitates communication and maintains collaborative working relationships with mid- to senior level staff at USAID and other U.S. Government agencies, government officials of the Ministry of Health, regional health bureaus, Federal HIV/AIDS Prevention and Control Organization (HAPCO), regional HAPCOs, donors and other government entities and non-governmental organisations working in the area of HIV/AIDS. S/he represents USAID on various high-level governing bodies and technical working groups to support coordination and harmonization of HIV/AIDS activities in Ethiopia, as needed.

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

EDUCATION: Completion of a Master's Degree in business administration, development studies, economics, finance, public administration/affairs/policy, public health or related field is required.

EXPERIENCE: A minimum of seven years of progressively responsible experience in clinical care and management of infectious diseases in Ethiopia is required. Experience in HIV/AIDS, particularly with PEPFAR programs, is highly preferred. Three of the seven years should include experience in program design and management. The ability to work in teams, direct the work of consultants, and apply good listening and interpersonal skills is highly important.

LANGUAGE: Fluent in spoken and written English (IV). The ability to communicate effectively in both written and spoken Amharic and/or another Ethiopian regional language is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: A highly complex body of knowledge of applicable laws, regulations, policies, and business processes is required to lead the planning, management, and evaluation of HIV and AIDS activities funded by PEPFAR in Ethiopia, including:

- Relevant HIV and AIDS legislation, strategies, and policies of Ethiopia and the United States;

- Approaches to developing highly complex operational and program budgets for activity areas, staffing (including salaries), equipment and supplies, and other line items;
- Sophisticated analytical methods in financial management decision-making, including accruals-based accounting and cost-benefit/cost-effectiveness ratio analyses; and
- Extensive program/project management experience, directly or indirectly, with U.S. Government health programs.

The incumbent must:

- Work with databases and analyze data from highly complex financial and program performance datasets with information technology applications (ability to use Microsoft Access and Excel and Google Sheets is essential);
- Prepare analytical reports and presentations with information technology applications (ability to use Microsoft PowerPoint and Word; Google Documents and Slides);
- Think creatively and generate original ideas or solutions to program planning, management, and performance issues for which little or no precedence exists;
- Interrelate highly complex financial and program performance data with the broader spectrum of metrics to understand contributions to and progress of achieving HIV epidemic control;
- Exercise sound independent judgment in projecting future trends affecting the PEPFAR investments in Ethiopia relative to other countries;
- Exercise sound professional acumen and judgment to prioritize and delegate tasks and to provide advice on important, and at times extremely sensitive, matters;
- Produce high-quality work and maintain professional conduct, often under time pressure and in complex situations;
- Demonstrate superior inclusive leadership to lead complex, intense program planning, management, and evaluation efforts across multiple technical groups;
- Foster the integration of diverse experience and perspectives of individuals in the work environment; and
- Treat all employees fairly; ensuring that their talents are fully utilized and that they receive full consideration for career-enhancing assignments.

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 12/16 USAID PROJECT MANAGEMENT SPECIALIST ((HIV/AIDS DEPUTY TEAM LEADER));
- Please submit the application only once; and



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- Late and incomplete applications will not be considered; the application must be submitted before 5 p.m. Ethiopian time of the vacancy closing date.

Application letters and Form DS-174 must be signed. Incomplete and unsigned applications/forms will not be considered.

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.

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.