



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE : **OCTOBER 7, 2014**

FROM : **HUMAN RESOURCE OFFICE, USAID ETHIOPIA**

SUBJECT : **JOB/VACANCY ANNOUNCEMENT NO. 15/14**

TO : **ALL QUALIFIED APPLICANTS**

TITLE OF POSITION : **PROJECT MANAGEMENT SPECIALIST (SOCIAL BEHAVIOR CHANGE COMMUNICATION) (SBCC)**

LOCATION OF WORK : **US EMBASSY, ENTOTO ROAD**

HOURS : **FULL TIME 40 HOURS PER WEEK**

FINAL FILING DATE : **OCTOBER 21, 2014**

SALARY: FSN-11 (USD 18,868 to USD 33,964 per annum) depending on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES:

The Project Management Specialist (SBCC) will work with all HAPN teams to ensure that President's Malaria Initiative (PMI), Health, Health Systems Strengthening (HSS) and PEPFAR-supported SBCC activities are planned, implemented and monitored according to SBCC best practices as well as national, international and USG standards and guidance. The SBCC Specialist will liaise with the Government of Ethiopia's (GOE) Federal Ministry of Health (FMOH) and other GOE ministries and agencies, as well as with a wide range of civil society and private organizations, other donor and international organizations, and other United States Government (USG) entities working on health-related SBCC activities. The Project Management Specialist (SBCC) will coordinate with the USAID Ethiopia HAPN teams to optimize SBCC interventions at community and health facility level in all aspects of SBCC, e.g. message development and harmonization, message delivery, and measurement of impact of SBCC on beneficiaries' health knowledge and health seeking behavior. The Project Management Specialist (SBCC) will assist in planning and carrying out tasks, resolving problems and conflicts, and in taking steps necessary to meet activity and reporting deadlines of USAID/Ethiopia HAPN implementing partners carrying out SBCC activities. The Project Management Specialist (SBCC) will assist in management of contracts and grants, budgets, and develop planning documents and work plans of USAID/Ethiopia HAPN implementing partners.

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

EDUCATION: The successful applicant will have a minimum of a Master's Degree in a relevant social science, public health or related discipline.

EXPERIENCE: The successful applicant will have a minimum of five years of progressively responsible experience working in SBCC. Experience working with the GOE, USAID, CDC and/or USG implementing

partners is strongly preferred. Excellent leadership, communications and interpersonal skills are critical to this position.

LANGUAGE: The successful applicant must have proven ability to communicate quickly, clearly and concisely. Level IV (fluent) spoken and written English is a must. Fluency in one other Ethiopian language in addition to Amharic is preferred. English test will be given

KNOWLEDGE, SKILLS, AND ABILITIES:

The Project Management Specialist (SBCC) must demonstrate the following:

- Comprehensive technical knowledge and working experience in SBCC. Additional technical knowledge and experience in HIV/AIDS, tuberculosis, Maternal and Neonatal Child Health (MNCH), reproductive health and family planning, and malaria is desirable.
- Skills in developing comprehensive SBCC strategies and corresponding action plans that include appropriate SBCC approaches—i.e., advocacy, integrated marketing communications, and/or community and social mobilization.
- Analytical ability to interpret public policies and assist in the development of advocacy interventions to foster an enabling environment.
- Knowledge and skills in communication materials development, including conducting formative research, message design, pretesting, working with media professionals to develop materials, and evaluation methodologies.
- Skills required to develop and implement effective SBCC activities with the requisite inputs, i.e., the human resources required, development of budgets, etc. and the capacity to provide requisite technical oversight to implementing partners' technical advisors, and other stakeholders.
- Skills in SBCC capacity building and mentoring staff.
- Poise, assertiveness, proactivity, and sensitivity to any given situation when working with partners, beneficiaries, and other agencies; and be able to negotiate effectively in difficult circumstances.
- Personal initiative, organizational skills, the ability to work independently, and the capacity to present information articulately and professionally.
- Ability to work effectively in a team and with a broad range of USG personnel and partners, and have demonstrated skills in donor coordination and collaboration.
- Excellent computer skills, including the ability to use MS Word, Excel, PowerPoint, and Outlook.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [{Universal Application for Employment \(DS-174\)}](#) to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. 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.

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.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. 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. 6043, 6035 or 6031.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). 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.