



USAID | ETHIOPIA

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DATE: SEPTEMBER 29, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 15/16

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: USAID PROJECT MANAGEMENT SPECIALIST (STRATEGIC INFORMATION)

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

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: OCTOBER 13, 2016

SALARY: FSN-12 USD 27,080 to USD 48,752 per annum depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: The USAID Project Management Specialist (HIV Strategic Information Advisor) will provide technical, operational, supervisory and management support to the USAID Health, AIDS, Population and Nutrition Office to support President's Emergency Plan for AIDS Relief (PEPFAR) Ethiopia's \$194 million 2015 portfolio, as well as the broader USAID health portfolio. The advisor oversees all of HIV/AIDS Strategic Information (SI) activities including surveillance, monitoring and evaluation, targeted evaluations, population-based surveys, and information systems. This position is a cornerstone of the U.S. Government's plan for ensuring progress toward the 90-90-90 targets and the incumbent is an integral part of the HIV Team and overall HAPN Office. The SI Advisor reports directly to the Deputy HIV Team Leader for Operations.

The incumbent will collaborate closely with U.S. Government PEPFAR team and PEPFAR implementing partners on SI requirements, and will produce analysis and reports to support HIV/AIDS programming. S/he will facilitate communication and maintain collaborative working relationships with mid to senior level officials of the Government of Ethiopia, PEPFAR partners, multi/bilateral agencies and non-governmental organizations.

The USAID Project Management Specialist (HIV Strategic Information Advisor) will be delegated all authorities and responsibilities commensurate with a contracting or agreement officer technical representative (COR/AOR) for USAID activities supporting strategic information in Ethiopia. S/he will be involved in planning, design and implementation of monitoring and data gathering tools and instruments such as the data for accountability transparency and impact monitoring, the new monitoring, evaluation and reporting indicators, and quarterly reporting for the PEPFAR oversight accountability response team.

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

EDUCATION: Master's Degree in public health, management, information systems or a related field with substantial relevance to advanced quantitative and qualitative data monitoring and research methods required.

EXPERIENCE: Seven years of progressively responsible experience in health management information systems, data management for health programs, monitoring and evaluation is required. Experience in HIV/AIDS is highly preferred.

LANGUAGE: Level IV (fluent) English and Amharic required, and knowledge of one or more major Ethiopian language is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: The incumbent must have thorough knowledge of the Ethiopian Government's national health and HIV/AIDS policies, the Ethiopian health system and other donor programs; must have a thorough knowledge of HIV/AIDS program design, implementation and evaluation; must have strong working knowledge of the computer applications to carry out management and evaluation and statistical analysis.

The position requires good organizational and management skills, strong analytical and research skills, good social and professional judgment, excellent interpersonal skills in cross-cultural and multi-level settings; ability to interact effectively with mid and senior level government officials and to maintain collaborative working relationships within a team structure. Candidates must have extensive computer software experience in the following types of programs: Statistical packages, relational databases, spreadsheet applications, presentation software, and word processing applications. The selected candidate must: be capable of producing high quality work, often under time pressure and in complex situations; must be able to communicate effectively in writing and verbally in English and Amharic; and to lead and participate in discussions and meetings effectively; and, must be able to rapidly analyze information, evaluate data, and prepare reports and related documents in English and Amharic, must have strong working knowledge of the computer applications to carry out management and evaluation and statistical analysis.

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;
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and **the email subject must say–Vacancy 15/16 USAID Project Management Specialist (Strategic Information)**;
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on 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, 6137 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.