



# USAID | ETHIOPIA

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**DATE: NOVEMBER 30, 2015**

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

**SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 19/15**

**TO: ALL QUALIFIED APPLICANTS**

**TITLE OF POSITION: USAID SUPERVISORY PROJECT MANAGEMENT SPECIALIST (HIV/AIDS – OPERATIONS)**

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

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

**FINAL FILING DATE: DECEMBER 14, 2015**

**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 Supervisory Project Management Specialist (HIV/AIDS – Operations) is a highly qualified and nationally or internationally recognized expert in administering the full scope of a complex, multi-sectoral HIV and AIDS program. The incumbent applies a highly technical body of knowledge of applicable laws, regulations, policies, and business processes to lead the planning, management, and evaluation of HIV and AIDS activities funded by the President's Emergency Plan for AIDS Relief (PEPFAR) in Ethiopia. The USAID Supervisory Project Management Specialist (HIV/AIDS – Operations) thinks creatively and generates original ideas or solutions to program planning, management, and performance issues for which little or no precedence exists. In particular, the incumbent leads experts from within USAID Ethiopia to collect, synthesize, analyze, and present complex financial and program performance data for demanding resource planning and reporting requirements. The USAID Supervisory Project Management Specialist (HIV/AIDS – Operations) directly supervises four foreign service national (FSN) employees: Strategic Information Cluster Leader, Senior Program Monitoring Advisor, and two administrative assistants. The incumbent exercises independent judgment in projecting future budgetary, personnel, and program trends affecting the PEPFAR investments in Ethiopia relative to other countries. Based on such judgment as well as demonstrated professional acumen, the deputy HIV and AIDS team leader provide advice on important, and at times extremely sensitive, matters. While reporting to the HIV and AIDS Team Leader, the USAID Supervisory Project Management Specialist (HIV/AIDS – Operations) works largely independent of supervision. The incumbent develops and maintains an extensive range of important contacts with senior-level government officials as well as business and civil society leaders. These contacts include critical oral and written communication involving highly complex concepts and ideas and highly demanding negotiations with senior officials from the Ethiopian Government, executives from large corporations, and leaders from nongovernmental organizations. The USAID Supervisory Project Management Specialist (HIV/AIDS – Operations) represents USAID in the Interagency PEPFAR Senior Management Team and frequently engages with senior-level staff from USAID/Washington and the State Department's Office of the Global AIDS Coordinator (S/GAC). The incumbent will also represent the HIV/AIDS team to others within USAID Ethiopia, such as Executive Office, Office of Financial Management, and Program Office, negotiating on behalf of the team.



# USAID | ETHIOPIA

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

**EDUCATION:** Master's Degree in business administration, finance, public administration/affairs/policy, public health or related field. Nationally or internationally recognized certification as an administrator is preferred.

**EXPERIENCE:** A minimum of five years of progressively responsible experience in administering the full scope of a complex public health program in a developing country is required. Experience must include responsibilities in collecting, synthesizing, analyzing, and presenting highly complex financial and program performance data for program planning, management, and evaluation. Experience must include at least one year in a supervisory role. Familiarity with laws, regulations, policies, and business processes applicable to PEPFAR is preferred.

**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:** The incumbent must have 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:

1. Relevant HIV and AIDS legislation, strategies, and policies of Ethiopia and the United States;
2. Approaches to developing highly complex operational and program budgets for activity areas, staffing (including salaries), equipment and supplies, and other line items;
3. Sophisticated analytical methods in financial management decision-making, including accruals-based accounting and cost benefit/cost-effectiveness ratio analyses; and
4. Extensive program/project management experience, directly or indirectly, with U.S. Government health programs.

The incumbent must:

5. Maintain databases for 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);
6. Prepare analytical reports and presentations with information technology applications (ability to use Microsoft PowerPoint and Word; Google documents and slides);
7. Think creatively and generate original ideas or solutions to program planning, management, and performance issues for which little or no precedence exists;
8. 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;
9. Exercise sound independent judgment in projecting future trends affecting the PEPFAR investments in Ethiopia relative to other countries;
10. Exercise sound professional acumen and judgment to prioritize and delegate tasks and to provide advice on important, and at times extremely sensitive, matters;



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11. Produce high-quality work and maintain professional conduct, often under time pressure and in complex situations;
12. Demonstrate superior inclusive leadership to lead complex, intense program planning, management, and evaluation efforts across multiple technical groups;
13. Foster the integration of diverse experience and perspectives of individuals in the work environment; and
14. Treat all employees fairly; ensuring that their talents are fully utilized and that they receive full consideration for career-enhancing assignments.

**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. 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.