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RWANDA

VACANCY ANNOUNCEMENT: 2016 – 015

NOTE: All Non-Rwandan Citizens must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

OPEN TO: All interested Candidates.

POSITION: USAID Project Management Specialist (Infectious Disease),
Grade level: FSN-11

BASIC SALARY: From FRW 22,009,161 to FRW 37,415,578 per year

OPENING DATE: April 26, 2016

CLOSING DATE: May 13, 2016

WORK HOURS: Full-time; 40 hours/week.

PERIOD OF PERFORMANCE: 1 Year

USAID/Rwanda is seeking an Ordinarily Resident citizen or individual with the required work permit for employment as USAID Project Management Specialist (Infectious Disease) USAID/Rwanda offers an Equal Employment Opportunity (regardless of age, sex, race, handicaps, national origin, etc.).

BASIC FUNCTION OF POSITION

The Infectious Disease Specialist will serve as activity manager for the USAID Emerging Pandemic Threats-2 (EPT-2) program operating in Rwanda. S/he will meet with and coordinate implementing partner activities in Rwanda. S/he will work with a wide array of USG partners (e.g. CDC, DOD), ministries, district health offices, laboratories, international organizations, non-governmental organizations, and implementing partners to achieve EPT-2 and Global Health Security Agenda (GHSA) objectives and to ensure that USAID's program is aligned with the Government of Rwanda's plans and priorities. S/he will ensure that the Mission's planning, implementation, monitoring, and reporting of the EPT-2 program is carried out in accordance with USAID directives.

The incumbent must possess technical expertise in the area of infectious disease, including malaria, and possess an understanding of the social, economic and cultural determinants and implications of infectious disease in Rwanda and neighboring countries, as well as have the experience and skills required to help formulate the USG position on infectious disease and make important policy decisions as a key representative of the USAID/Rwanda Mission.

A copy of the complete position description listing all duties and responsibilities is available at the USAID/Rwanda Website: <http://www.usaid.gov/rwanda/partnership-opportunities>

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

- a. **Education: (10 Points)** Master's degree or equivalent post-degree qualification in disciplines such as medicine, public health, international development or social sciences from a recognized institution and/or clinical qualifications is required.
- b. **Prior Work Experience: (25 Points)** A minimum of 5 years of progressively responsible professional experience in health, including malaria and other infectious disease program design and implementation with specific experience working on malaria issues is required. Practical experience in working with international development agencies is highly desirable. Experience should demonstrate ability to manage high-level coordination and relationships with public sector entities, bilateral and multilateral donors and NGOs.
- c. **Language Proficiency: (20 Points)** Level IV fluency (speaking/reading/writing) in English and Kinyarwanda are required.
- d. **Skills and Abilities: (25 Points)** Incumbent must have excellent interpersonal and communications skills to support the Health Office and Mission Management to establish and maintain effective contacts within USAID, implementing partners, relevant GOR counterparts, other donors, private sector and civil society organizations. Analytical, writing and organizational skills are required, as are advanced numerical skills. Must be able to work effectively with a broad range of USG personnel and other partners. Ability to work both independently and in a multi-cultural team environment to achieve consensus on policy, program and administrative matters is a must. Excellent analytical, writing and organizational skills and initiative to obtain, evaluate, and interpret factual data and to assist in the preparation of concise, accurate, and complete reports. Excellent technical writing skills to clearly and effectively draft various USG documents. Competence in using various computer software applications such as MS Word, Excel, SPSS, Access and PowerPoint required.
- e. **Knowledge: (20 Points)** In-depth knowledge of the concepts, principles, techniques and practices of development project management including planning and monitoring is required. Demonstrated ability to work effectively in a team environment and communicate highly technical information related to human health and infectious disease, including malaria, animal health, and environment to a variety of technical and non-technical audiences. Knowledge of principles of infectious disease prevention, detection, and response are desirable. Knowledge of the Rwandan health system is desirable. Knowledge of USAID rules and regulations is also desirable.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. If the selected applicant does not fill all the position requirements, he/she may be started at training level.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) from this link: <http://www.usaid.gov/rwanda/partnership-opportunities>
2. A current resume or curriculum vitae that provides the same information as an DS 174; and
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

E-mail: Kigalihr@usaid.gov

POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605

CLOSING DATE FOR THIS POSITION: May 13, 2016 at 12:00 pm

Cid: EXO