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## **JOB VACANCY ANNOUNCEMENT**

### **USAID PROJECT MANAGEMENT SPECIALIST (INFECTIOUS DISEASE)**

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a USAID Project Management Specialist (Infectious Disease) who is posted in the Office of Health (OH), USAID/Philippines. S/he serves as the Mission's lead Locally Employed Staff (LES) advisor on the infectious disease portfolio, including Tuberculosis (TB), Multi-drug resistance TB (MDR-TB), HIV/AIDS, neglected tropical diseases (NTDs) and other emerging infectious diseases (EID) of pandemic threats. The incumbent provides research, analysis, advisory and related consultative services of broad scope and complexity in the field of TB surveillance and control, HIV/AIDS, EIDs and NTDs. The Specialist is responsible for designing, managing and evaluating major project initiatives that focus on demand for, supply of and supportive policy environment for TB, HIV/AIDS, EIDs and NTD services. The work involves the full range of consultative, advisory, management and evaluation services.

The Specialist makes independent assessments and projections of likely trends and scenarios in the areas of TB, MDR-TB, HIV/AIDS, NTDs, infectious diseases, and reports on related/significant policies, legislation, and programs undertaken by the Government of the Republic of the Philippines (GPH) and the private sector. S/he conceptualizes, presents and defends strategies for policy advocacy and obtains the cooperation and support of senior public and private sector representatives at the national, regional and local levels of the Philippine Government for implementing key sector policy reforms. The incumbent interacts with official visitors and occasionally briefs them and drafts speeches or portions thereof dealing with complex multi-sectoral issues.

The Specialist reports to the Office of Health Deputy Director and serves as the Team Leader of the Infectious Disease Team, providing direct supervision to the team member(s).

To be a competitive candidate, the applicant must meet the minimum requirement of each of the **Evaluation Criteria** enumerated below:

- \* **Education** (10%) A Master's degree in public health, nursing, social science or related field, including medical education, is required.
- \* **Work Experience** (10%) Must have a minimum of seven years of professional work experience in public health, particularly in TB, HIV/AIDS, NTDs, and infectious disease, with demonstrated ability to manage, coordinate and guide significant analytical and project management efforts. At least five years of this experience is required to be in development assistance or related work for USAID, other donor agencies, Philippine government organizations, or private sector institutions.
- \* **Job Knowledge** (25%) The Specialist must have a thorough knowledge of the country's TB, HIV/AIDS, NTDs, and infectious disease situation with strong technical knowledge on these areas is required. Must have a good knowledge, or the potential to acquire such knowledge, of U.S. Government (USG) legislation relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and of the objectives, methodology, and status of the programs and projects to which assigned.
- \* **Skills and Abilities** (30%) The Specialist must have expertise and experience in TB, HIV/AIDS, NTDs, or infectious disease program design, management and assessment or evaluation. Must be able to independently establish/maintain contacts with senior level officials of the Philippine government, other donor representatives, and with influential persons in the private sector. Incumbent must have the ability to analyze and evaluate a variety of technical and economic data and to organize/present them in a concise written/oral form. Also important is the ability to independently plan, develop, manage and evaluate important and complex programs, and the ability to furnish information/advice in assigned areas with detachment and objectivity. The incumbent must have problem solving skills and must be able to orient, train and supervise lower level LES personnel. Computer proficiency is essential in order to manage activity goals and achievements, both technical and financial.
- \* **Communication Skills** (25%) Excellent command of English and of Filipino language, both in written and oral form is required in order to explain and defend program objectives and procedures. The ability to write highly technical health program-related documentation in English as well as the ability to develop and deliver professional quality reports and presentations are essential. Writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers.

**Notes:**

- *Substitution of work experience for the education requirement is not permitted.*
- *USAID reserves the right to reject any and all applicants.*
- *Only short-listed candidates will be notified.*
- *This position is open to Philippine local residents only.*

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary offer will be based on a combination of the candidate's salary history and of the organization's pay plan and will be within the annual range of Php 1,740,012.00 to Php 2,687,057.00.

**Application letter and comprehensive resume must be received  
no later than August 12, 2016 via email at [aidmnlhr@usaid.gov](mailto:aidmnlhr@usaid.gov)**