



# **USAID | WEST BANK/GAZA**

## **POSITION ANNOUNCEMENT USAID/ AMERICAN EMBASSY, TEL AVIV**

**ALL CANDIDATES MUST FOLLOW THE APPLICATION INSTRUCTIONS AND TAKE NOTICE OF THE ADDITIONAL SELECTION CRITERIA SECTION (3) TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION**

**POSITION TITLE: USAID Project Management Specialist (Health), FSN- 11**  
**OPEN TO: All interested candidates including Eligible Family Members**  
**OPENING DATE: May 6, 2015**  
**CLOSING DATE: May 20, 2015**  
**Type/Length of Service: Local-hire position, 12 months renewable**  
**Position Location: USAID - Jerusalem office**

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of USAID Project Management Specialist (Health) within the Office of Health & Humanitarian Assistance (HHA) of the USAID Mission for West Bank & Gaza.

### **1) BASIC FUNCTIONS OF POSITION**

The primary purpose of this full time position is to serve as USAID/WBG's senior FSN technical and policy resource on Palestinian health care, including systems and services as well as public health issues; to serve as a key USAID liaison with senior Ministry of Health (MOH) officials and advisor to HHA and Mission leadership on issues and concerns of the MOH; and to design, implement and manage designated project(s) in support of HHA strategic development goals. Provides expert advice and guidance in health technical matters and Palestinian perspective on HHA programming. Maintains good relationships with MOH officials at the central, governorate, and clinical levels. Prepares a variety of required and ad hoc reports including annual Operational Plan and Performance Plan and Report; develops new health and humanitarian assistance initiatives and projects; serves on Technical Evaluation Committees; prepares and/or oversees preparation of a variety of project and program documents for the Mission and USAID/W. The position is located in the USAID office in Jerusalem and might require regular travel to Tel Aviv and the West Bank.

## 2) **QUALIFICATIONS SOUGHT:**

The application must address the following minimum requirements:

- A Master's degree in the public health field is required. An advanced clinical degree or PhD in a relevant health field is desirable.
- Five to seven years of progressively responsible experience in the fields of clinical health care and public health is required. A significant amount of this experience should be in the West Bank and/or Gaza. Experience with health-based NGOs is desirable. Experience managing and/or implementing health sector development activities, including the public sector is also desirable.
- Level 4 (fluent) oral and written English is required. Level 4 (fluent) in spoken and written Arabic is also required.
- Must have very strong written and verbal English communication skills, including the ability to write high-level analytical and briefing documents, as well as correspondence.
- Must have a broad knowledge of clinical and public health in one or more technical areas relevant to HHA activities (i.e. nutrition, chronic diseases, quality improvement, community health, etc.).
- Must have demonstrated knowledge of international best practices for health service delivery and quality improvement as well as extensive knowledge of the different branches in the Palestinian Authority, particularly the Ministry of Health, donors and NGOs in the sector.
- Ability to access the West Bank to project sites is required.

In addition, the following soft skills are sought and should be discussed in your applications:

- Superior analytical, communication and interpersonal skills and the ability to function as a "team player" is required.
- Must have the ability to establish and maintain high level contacts in the Palestinian Authority, donor organizations, bilateral and multilateral agencies and private-sector organizations.

## 3) **ADDITIONAL INFORMATION ABOUT THE SELECTION PROCESS:**

- a. Selection will depend upon education, skills and experience of the applicants, as well as references and interviews.
- b. Hiring for this position is based on funding availability as well as security & medical clearances.

- c. Nepotism/ conflict of interest will be considered, and may result in disqualification of candidacy depending on the circumstances. (\*\*See explanation of Nepotism below).
- d. In order for U.S. citizens to be considered for employment, they must be able to provide proof of their local work permit and/or legal status in Israel.
- e. Current employees serving a probationary period are not eligible to apply.

**4) HOW TO APPLY:**

- Please clearly indicate the title of the position you are applying for. Any application that does not specify the position applied for will NOT be considered.
- Please submit a current, resume/CV in ENGLISH along with a cover letter to USAID Executive Office Attention HR Department as follows:

- By Email: hrwbg@usaid.gov
- OR
- By Fax: (03) 511-4894

**Applications must be received at the USAID Executive Office by Close of Business, 16:30, local time, on Wednesday, May 20, 2015.**

- Applications received after the closing date and time of the announcement will NOT be considered.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.
- Applicants who fail to meet requirements for the position will be disqualified. Only short listed applicants will be contacted for interview.
- If college education is a requirement for the position, a certificate will be required to be provided prior to beginning employment.

**5) \*LANGUAGE LEVEL DEFINITIONS:**

**Level 1: Rudimentary knowledge.**

Rudimentary verbal understanding of a limited vocabulary.

**Level 2: Limited knowledge.**

Limited knowledge of the written and spoken language, and a vocabulary limited to a specific occupation. Job holder will be able to understand and carry out verbal instructions of a repetitive nature, and prepare simple forms or reports.

**Level 3: Good working knowledge.**

Good working knowledge of the written and spoken language. Job holder will be able to read and understand, for example, regulations, instructions and related material concerning the field of work, and to prepare correspondence and standardized reports. Job holder will be able to communicate effectively with staff and members of the public in the language.

**Level 4: Fluent.**

High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter.

**Level 5: Professional translator/interpreter.**

Ability to deal effectively with highly technical and sophisticated terminology in which fine nuances of meaning may at times assume major importance, or capable of simultaneous translation as in the case of conference reporting.

**6) \*\*NEPOTISM:**

Immediate family members, including relationship by marriage may be employed but cannot be assigned to the same section within the Mission. Immediate family is defined as: spouse, son, daughter, parent, brother or sister.

Fully qualified candidates for employment are normally hired at the first step of the position grade. In some instances, candidates may be hired at a higher step when exceptional qualifications and demonstrated salary history so warrant. If there are no qualified candidates at the starting grade level, a candidate may be hired at a lower trainee level as specified above. The decision will be made by the USAID Executive Officer.

The US Government (USG) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The USG also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. USAID reserves the right to hire multiple candidates.

