

# AMERICAN EMBASSY PRETORIA VACANCY ANNOUNCEMENT

VA 12-69

July 26, 2012

**Open To:** All Interested Candidates

**Position:** PEPFAR Provincial Liaison, FSN-10; FP-5 (**Kimberley – Northern Cape**)

**Location:** State PEPFAR, Pretoria

**Opening:** July 26, 2012

**Closing:** August 9, 2012 (Close of Business)

**Work Hours:** Full-Time; 40 hours/week  
**(Position is fixed term for a period not to exceed five years. Continuation Contingent upon funding).**

**Salary:** \*Ordinarily Resident: FSN-10  
Basic Salary: R335,582 – R469,815 per annum  
Cash Benefits: R101,311- R112,497 per annum  
Non-cash benefits include medical, pension and others where applicable

\*Not-Ordinarily Resident: \$56,323 - \$73,490 per annum  
(Position Grade: FP-5) To be determined by Washington  
(includes 16.52% overseas locality pay if eligible)

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY.

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS WHO ARE NOT SOUTH AFRICAN CITIZENS MUST HAVE THE REQUIRED WORK AND/OR PERMANENT RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Pretoria is seeking an individual for the position of PEPFAR Provincial Liaison in the State President's Emergency Plan for AIDS Relief (PEPFAR). **Position will be located in Kimberley.**

**Basic Function of Position:**

In support of the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and under supervision of the PEPFAR Provincial Liaison Lead in South Africa, the PEPFAR Provincial Liaison (PPL) serves as a resource person who represents the U.S. Government (USG) agencies and coordinates PEPFAR activities in the Province to which they are assigned. The incumbent represents USG PEPFAR agencies to provincial and district South African government (SAG) officials and PEPFAR grantees within their

jurisdiction on programmatic and operational issues and prepares reports for the national PEPFAR team on provincial issues and key meetings. The incumbent is responsible for maintaining good relationships between the SAG, the USG, and the grantees. The SAG departments at the provincial level primarily include (but are not limited to) Department of Health (DOH), Department of Social Development (DSD), Department of Basic Education (DBE), and the Premier's Office. The incumbent may also work with provincial donor coordination bodies and AIDS councils. The incumbent coordinates the activities of all PEPFAR grantees in the province. The incumbent supports the USG Mission in Pretoria to liaise the SAG and PEPFAR grantees for program oversight, provincial program reports, and site visits and preparations. The incumbent provides support to the USG agency-specific technical staff to coordinate the PEPFAR-funded activities of all the PEPFAR grantees in the province, which are largely funded by the US Centres for Disease Control and Prevention (CDC) and the United States Agency for International Development (USAID), but also include the Health Resources and Services Administration (HRSA), State, Peace Corps, National Institutes of Health (NIH), Department of State, and Department of Defence. The incumbent facilitates synergy between the provincial Community Grants recipients, managed by the U.S. Consulate, consulate staff, and the PEPFAR grantees. In addition, the incumbent facilitates synergy between U.S. Peace Corps Volunteers and national and provincial PEPFAR activities, as needed.

### **Qualifications Required:**

NOTE: ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. Items 1- 6 are ALL REQUIRED

1. **Education:** A three year Bachelor's level degree in public health, public policy, public administration, epidemiology, demography, social or behavioural science, or related disciplines is required.
2. **Experience:**
  - A minimum of seven years of progressively responsible work experience in public administration, public health, or public policy setting, including a minimum of three years experience in program management and/or coordination is required.
3. **Language:** English level IV (fluent) writing/reading/speaking is required.
4. **Knowledge:**
  - Good working knowledge of PEPFAR programs in South Africa.
  - Broad knowledge of the host country operational environment, including a detailed knowledge of the structure and operations of the South African Department of Health, Department of Social Development, Department of Basic Education, Premier's Office, and Provincial AIDS Councils and the environment for health care delivery at the national, provincial, and district level in South Africa are required.
  - Detailed knowledge of the policies, procedures, and regulations of SAG and the local jurisdiction related to health care delivery and public health issues commonly encountered in the implementation of PEPFAR-supported activities within the assigned jurisdiction is required.
5. **Skills and Abilities:**
  - Ability to independently analyze political, social, economic, and policy issues, formulate, present and defend complex activity design is required.
  - Skill in conducting detailed analyses of complex functions and partner performance is required.
  - Interpersonal skill is required.
  - Ability to consult and collaborate effectively with all levels both within and outside the U.S.G. is required.
  - Ability to compose effective written reports and documents is required.

### **Selection Process:**

When qualified, US Citizen Eligible Family Members (USEFM) and individuals with U.S. Veterans preference will be given preference. Qualified USEFM applicants who also have U.S. Veterans preference will receive the highest preference.

**Additional Selection Criteria:**

1. Management will consider nepotism/conflict of interest, budget, section need for continuity and residency status in determining successful candidacy.
2. Employees currently on probationary status are not eligible to apply.
3. Currently employed USEFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed Not-Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**To Apply:**

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

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment (DS0174); or
3. A current resume or curriculum vitae that provides the same information as an DS0174; plus
4. Candidates who claim U.S. Veteran's preference must provide a copy of their DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**For more details on the Application and Selection process, please go to:**

[http://southafrica.usembassy.gov/job\\_opportunities.html](http://southafrica.usembassy.gov/job_opportunities.html)

Or you can go directly to the p-net site to **register and apply via:** <http://americanembassy.pnet.co.za/>

Internal applicants should forward resume including cover letter by e-mail ONLY to: [HRRecruitment@state.gov](mailto:HRRecruitment@state.gov) and include in the Subject line: Application for **PEPFAR Provincial Liaison, VA 12-69.**

**Point Of Contact:**

Salome Tlhaabye  
Telephone: (012) 431-4371

**\*DEFINITIONS (Please read the following definitions)**

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under

such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
  - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
  - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:**

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity.

**4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:**

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

*A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.*

**5. Not Ordinarily Resident (NOR) – An individual who:**

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

*NOR employees are compensated under a GS or FS salary schedule, not under the LCP.*

**6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:**

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

*EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).*

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The U.S. Mission in South Africa provides 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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared:           HRO:C.Hamblin  
                      FMO:A.Cooke  
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Approved:        MGT/C:J.Jackson