

AMERICAN EMBASSY PRETORIA VACANCY ANNOUNCEMENT

VA 12-60

July 26, 2012

Open To: All Interested Candidates

Position: Public Health Specialist (Biomedical Prevention – Medical Male Circumcision Lead), FSN-11, FP-4

Location: Centers for Disease Control and Prevention (CDC), Pretoria

Opening: July 26, 2012

Closing: August 9, 2012 (Close of Business)

Work Hours: Full-Time; 40 hours/week

Salary: *Ordinarily Resident FSN-11
Basic Salary: R385,720 – R540,006 per annum
Cash Benefits: R105,489 – R118,347 per annum
Non-cash benefits include medical, pension and others where applicable

*Not-Ordinarily Resident: \$53,003 - \$77,837 per annum,
(Position Grade: FP-4) To be determined by Washington

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 Public Health Specialist (Biomedical Prevention – Medical Male Circumcision Lead) in the Office of the Centers for Disease Control and Prevention (CDC).

Basic Function of Position:

The incumbent is responsible for the overall management and coordination of medical male circumcision (MMC) activities supported by CDC through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) in South Africa. The incumbent serves as an HIV/AIDS prevention public health expert responsible for the implementation, coordination, monitoring and evaluation of the medical male circumcision and research program activities. Supervised by the Biomedical Prevention Team Lead, the incumbent carries out these responsibilities by developing and maintaining close working relationships

with host country departments and implementing partner organizations. This is done to ensure that medical male circumcision program activities and studies in the host country are carried out in accordance with the cooperative agreement or partnership frameworks with the host government. The incumbent is responsible for the development of strategies for the provision of safe medical male circumcision as part of a comprehensive package of HIV prevention and sexual and reproductive health service for men; the development of strategies to increase demand for MMC; provision of training to service providers and other partners and assisting the South African Government with MMC planning, coordination and technical assistance to meet its overall targets. The incumbent coordinates funding, reporting and administration with the CDC South Africa extramural team to assure projects are conducted and USG funds are appropriately utilized. The incumbent directly supervises one public health specialist.

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:** Bachelor's degree, or host country equivalent, in nursing, health policy, public administration, economics, psychology or sociology is required.
2. **Experience:**
 - Seven years of mid to senior level public health experience in developing, implementing and evaluating HIV/AIDS prevention or other public health programs that involve coordination with an international agency or implementing partner is required.
 - Specialization in biomedical HIV prevention strategies is required.
 - Including one year of supervisory experience is required.
3. **Language:** English level IV (fluent) writing/reading/speaking is required.
4. **Knowledge:**
 - Good understanding of the structure and functions of PEPFAR is required.
 - Knowledge of HIV prevention, including medical male circumcision, pre-exposure prophylaxis, vaccine development, microbicides and HIV counseling and testing is required.
5. **Skills and Abilities:**
 - Keyboarding and computer skills are required.
 - Use of advanced spreadsheet functions is required.
 - Standard level of numerical skills for budget oversight and health related statistical reporting 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

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 and include in the Subject line: Application for **Public Health Specialist (Biomedical Prevention – Medical Male Circumcision), VA 12-60.**

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).

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: J.Davies
FMO: A.Cooke
CDC: Carlos Toledo

Approved: MGT/C.J.Jackson