

# AMERICAN EMBASSY PRETORIA VACANCY ANNOUNCEMENT

VA 12-62

July 26, 2012

**Open To:** All Interested Candidates

**Position:** Public Health Specialist (Biomedical Prevention), 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) in the Office of the Centers for Disease Control and Prevention (CDC).

**Basic Function of Position:**

The Biomedical Prevention Specialist works under the direction of the Biomedical Prevention Team Lead as a key public health advisor to CDC-South Africa's Prevention Branch. The major focus of the position is to serve as a technical expert in the development and implementation of biomedical strategies for the prevention of HIV, including medical male circumcision, STI screening and treatment, and supporting the introduction of new prevention technologies as they are validated e.g. oral PrEP, topical microbicides and devices for medical male circumcision. The incumbent's responsibilities include day-to-day program and administrative management, and coordination and collaboration with other President's Emergency Plan for AIDS Relief (PEPFAR) agencies to ensure that project implementation addresses strategic objectives and internationally recognized public health standards and best practices. This role requires public health

technical leadership, results-oriented analysis, advocacy, and constant and clear communication with implementing partners. The incumbent serves as the primary CDC contact for assigned implementing partners for issues related to CDC-supported biomedical prevention program activities and is a leading technical expert within the U.S. Government interagency technical team. The incumbent serves as the Activity Manager for prevention components of 4-5 CDC-supported cooperative agreements in South Africa. Monitors and evaluates progress of projects, identifying technical, personnel, logistical, and financial problems and makes or recommends revisions as necessary to overcome obstacles and constraints to progress. The job holder represents CDC South Africa on HIV prevention issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Identifies training needs and participates in the development, implementation and evaluation of training courses for partner organizations.

### **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:** Master's degree or equivalent in public health, medical sciences, social science, nursing or related field is required.
2. **Experience:** A minimum of five years of progressively responsible work experience in HIV or public health program activities with exposure to populations at high risk for HIV is required.
3. **Language:** English level IV (fluent) writing/reading/speaking is required.
4. **Knowledge:**
  - Comprehensive knowledge and experience in HIV/AIDS biomedical prevention strategies including counseling and testing, medical male circumcision, microbicides, vaccine development, and other biomedical approaches to HIV prevention is required.
  - Detailed knowledge of public health programs and strategies is required.
  - A detailed knowledge of the range of prevention programs, policies, regulations and precedents applicable to development and management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of grants, contracts, cooperative agreements, and purchase requisitions is required.
5. **Skills and Abilities:**
  - Outstanding interpersonal and communication skills for establishing and maintaining effective working relationships with a wide variety of collaborating partners in program manager level positions is required.
  - Must have sound judgment and excellent analytical skills to independently resolve problems, overcome barriers to program implementation, and make appropriate decision and recommendations related to program policy and implementation.
  - Accomplished writing skills are required.
  - Keyboarding and computer skills with standard knowledge of office software applications, including word processing and spreadsheets are 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](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 **Public Health Specialist (Biomedical Prevention), VA 12-62.**

**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: J.Davies  
FMO: A.Cooke  
CDC: Carlos Toledo  
Approved: MGT/C.J.Jackson