**Vacancy Announcement**
Embassy of the United States Of America
Juba, South Sudan

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<tr>
<th>TO:</th>
<th>All Interested Candidates (All Sources)</th>
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<tr>
<td>APPROVED BY:</td>
<td>Management Officer, Mary E. Davis.</td>
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<td>FROM:</td>
<td>Management Office</td>
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<td>DATE:</td>
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<td>No:</td>
<td>Juba-2017-CDC-08</td>
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**SUBJECT:** Public Health Specialist (Clinical Services Advisor), FSN 550

**OPEN TO:** All Interested Candidates (All Sources)

**POSITION:** Public Health Specialist (Clinical Services Advisor), FSN-11; FP-AA

**OPENING DATE:** September 25, 2017

**CLOSING DATE:** October 16, 2017

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** *Ordinarily Resident (OR): US$ 46,583.5 p.a. (Starting salary) (Position Grade: FSN-11); Not-Ordinarily Resident (NOR): (Starting salary determined by Washington) (Position Grade: FP-AA)*

*ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED SOUTH SUDANESE WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. The U.S. Embassy is not able to assist candidates to obtain work/residency permits.*
The Embassy of the United States in Juba is seeking to hire an individual to cover Public Health Specialist (Clinical Services Advisor) position in the Centers for Disease Control and Prevention Section.

**BASIC FUNCTION OF POSITION**

Incumbent is an HIV/AIDS Public Health Specialist supervised by the CDC Senior Clinical Services Program Specialist/Team Lead. The incumbent is responsible for providing comprehensive technical, administrative and managerial advice and assistance in support of the planning, developing, implementing, coordinating, and strengthening of assigned HIV prevention, testing, care and treatment services and programs (HIV clinical services) funded in South Sudan under the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR).

**MAJOR DUTIES AND RESPONSIBILITIES**

**HIV Clinical Services Program Management & Administration**

The incumbent serves as a public health expert in HIV Clinical Services (prevention, testing, care and treatment) and works closely with staff from South Sudan Ministries, cooperating partners, Implementing Partners (IPs), International Organizations (IOs), and other PEPFAR agencies to develop capacity for clinical services and to assist in ensuring tasks and activities are carried out correctly and in a timely manner.

The incumbent assists in planning, overseeing and coordinating IP HIV clinical services activities, including the establishment and maintenance of a national quality assurance system. Serves as an Activity Manager for assigned IPs providing day-to-day oversight and technical assistance (support, advice, guidance) for HIV clinical services to IPs and coordinating funding, reporting and administrative activities with his/her supervisor and the CDC Country Director/Project Officer to assure IPs utilize USG funds appropriately. Incumbent works closely with the supervisor to ensure all CDC and PEPFAR activities contribute to measurable results in accordance with agency regulations, PEPFAR objectives/goals, ethical guidelines, and internationally recognized best practices in HIV clinical services. Incumbent participates with assigned IPs in the development of work plans and budgets for the implementation of activities and
actively participates in all IP post award actions including reviewing and providing feedback on all IP generated data on a quarterly or semi-annual basis, carrying out technical reviews, identifying potential issues, recommending actions for amelioration while keeping the supervisor informed. Recommendations are based on the technical merit of the activities and consistency of the budget with the intended use of the funding.

Job holder institutes Quality Assurance (QA) programs, including internal and external quality control standards. The incumbent provides technical monitoring and evaluation of assigned IPs ensuring protocols are being followed appropriately and promoting the standardization of HIV clinical services by conducting periodic documented site visits (including Site Improvement Monitoring System/SIMS visits) and meetings with IPs to monitor and evaluate progress and provide updated technical information. Incumbent draws attention to and documents inadequate medical facilities, staffing or services and recommends actions to enhance HIV clinical service delivery.

The incumbent in coordination with his/her supervisor and the MOH, assesses national, state and local level HIV clinical service delivery, as well as testing and treatment for STI, TB, other opportunistic infections (OIs) and emerging infections. The incumbent liaisons with the Strategic Information (SI) section to develop program evaluation strategies, methodologies and indicators for monitoring and evaluating HIV clinical services programs in accordance with standard guidelines and protocols. Based on assessment findings, the incumbent recommends procedural modifications to align with HIV clinical services protocols or targets.

The incumbent assists his/her supervisor with the annual planning and drafting of the HIV clinical services portion of the Country Operational Plan (COP), works with the Laboratory and Strategic Information sections and PEPFAR colleagues to ensure IPs are working together to complement, support and build HIV clinical services capacity. The incumbent prepares HIV clinical services related technical papers and reports for clearance and publication or presentation at national and international meetings. Incumbent drafts memoranda, policy statements, proposals, regular and ad hoc reports which may be included in regular reports.
sent to Atlanta Headquarters’ for the IP’s official file, Office of Global AIDS Coordinator (OGAC) in DC and ultimately may be sent to the U.S. Congress.

Incumbent maintains files and records specific to HIV clinical services which include reports, meeting summaries and minutes, copies of all IP/Cooperative Agreements actions, research determinations, panels, notice of awards (NOA) and awards. Whenever possible, these records will be filed electronically.

The incumbent assists with preparations international visitors by making arrangements, escorting VIPs, coordinating logistics for visits and may serve as spokesperson on matters within his/her technical expertise.

The incumbent prepares HIV clinical services related technical papers, analyses, and summarizes research studies for clearance and publication or presentation at national and international meetings.

**Technical Assistance & Interagency Coordination**

The incumbent collaborates with host government Ministry of Health (MOH), IOs, IPs and NGOs in their activities to ensure HIV clinical services are being conducted as designed.

Incumbent serves on the PEPFAR interagency team and is a key contributor to the planning, development, and review of the HIV clinical services components of the annual South Sudan Country Operational Plan (COP). Partners include host government ministries, hospitals, International Organizations (IOs), IPs, donor agencies, NGOs other agencies involved in clinical services for HIV/AIDS and other diseases in South Sudan. As a technical advisor on matters pertaining to all HIV clinical services, the incumbent represents CDC South Sudan at administrative, technical, policy and strategic planning meetings, including meetings with collaborators, donor agencies and all USG implementing agencies (Department of State, Department of Defense, and USAID). Incumbent will focus on non-duplication of services provided by USG agencies, IPs and other agencies and will share strategies to influence other organizations engaged in HIV/AIDS care and support to adopt a collaborative approach to program activities.
Incumbent briefs agency officials on the results of such meetings and prepares written reports for submission.

The incumbent provides guidance and direction to IPs on HIV clinical services to ensure consistency with USG and international policies and best practices in HIV clinical services.

Incumbent assists IPs in identifying training needs for HIV clinical services health facility staff, recommends appropriate training for staff and coordinates arrangements for staff attendance at appropriate seminars, workshops, training courses and on-the-job training to enhance their HIV clinical services knowledge, skills and abilities. The incumbent may provide formal training, assist in designing practical training courses, or arrange for competent instructors to ensure IP staffs are knowledgeable of current best practice protocols.

The incumbent closely liaises with the CDC Headquarters’ grants and cooperative agreement technical specialists throughout the lifecycle of the cooperative agreement. CDC South Sudan awards approximately $10,000,000 to cooperative agreements annually.

A copy of the complete position description listing all duties and responsibilities is available in the HR Office.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE
All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a. Education:
Master’s degree or host country equivalent in biomedical, public health, nursing, health policy, medicine, epidemiology, or social sciences is required.

b. Prior Work Experience:
A minimum of four years of progressively responsible experience in a clinical, public health, academic, or HIV testing, care, support or treatment facility.

c. Post Entry Training:
Word processing training is required. Post entry training-professional training includes workshops, courses or conferences to expand knowledge, skills and abilities in HIV clinical services, including the latest technologies, infection control, blood safety, and quality assurance and control. PEPFAR, Global Health Initiative (GHI) and agency-specific training in approaches to program design, implementation, COP and reporting. CDC specific leadership, ethics, security, development and project management of cooperative agreement and contract training are required. Necessary post entry training will be provided on-line, on-site, at Regional or at US based facilities.

d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read). Level IV (fluency – speaking/reading/writing) in English is required.

e. **Job Knowledge:**
   - Comprehensive knowledge and experience in HIV prevention, testing, care and treatment including prevention of mother-to-child and medical transmission, injection safety and prevention and knowledge of current HIV/AIDS issues is required.
   - Knowledge of ARV medications and side effects, laboratory tests and technology, health information systems, TB and immunizations.
   - Good public health knowledge of current communicable diseases is required.
   - Comprehensive knowledge of the South Sudan HIV/AIDS situation, health care system and structures including familiarity with MOH policies, program priorities and regulations is required.
   - Good working knowledge of USG public health programs, strategies, methods, processes and techniques used to plan, develop, implement, monitor and evaluate results is required.
   - Good working knowledge of the structure and functions of PEPFAR, including good knowledge of CDC’s and IP’s role and function in support of PEPFAR.
   - Knowledge of the structure and function of local and international NGOs providing HIV-related services, and other collaborating and donor agencies’ programs as well as the national supply chain system for commodities.
- Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary teams.
- Good overall administrative functions, budgeting and fiscal management in support of cooperative agreements/purchase requisitions is required.
- Knowledge of statistics and data analysis is required.

**f. Skills and Abilities:**
- Strong oral and written communications skills are required.
- Ability to analyse, understand and explain program changes, management and implementation approaches is required. This includes evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports.
- Skills in team management techniques to plan, organize, and direct results-driven project teams, workgroups or multi-disciplinary teams and projects.
- Administrative requirements, budgeting, and fiscal management in support of cooperative agreements and contracts.
- Skill in exercising ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and may be threatening to stakeholders.
- The incumbent must have the ability to balance multiple priorities, meetings, time pressures and deadlines.
- Intermediate user level of word processing, spreadsheets and databases is required.
- Standard user level numerical skills for data analysis, budget oversight and statistical reports are required.

**SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically addresses the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
• Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
• Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
• Currently employed 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.
• The candidate must be able to obtain and hold a Background Security Certification.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

• Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); this form is available on the U.S. Embassy Web site: https://ss.usembassy.gov/embassy/jobs/ and
• A current resume or curriculum vitae that provides the same information found on the UAE; or
• A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant’s work experience attached as a separate sheet; plus
• Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
• Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

U.S. Department of State Management Office
U.S. Embassy Juba
Kololo Road
Juba, South Sudan
E-mail: USEmbassyJubaHR@State.gov
E-mail Subject Line: Position Title: Public Health Specialist (Clinical Services Advisor), Job #: Juba-2017-CDC-08.

POINT OF CONTACT
USEmbassyJubaHR@State.gov or address a letter to: State ICASS Management Officer, U.S. Embassy Juba, Kololo Road, Juba, South Sudan.

THIS POSITION WILL CLOSE ON OCTOBER 16, 2017; 16:00 Juba Time

The U.S. Mission in Juba, South Sudan 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 Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity 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.

DEFINITIONS

• **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.

- **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;
  - EFM (see above) at least 18 years old;
  - 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, or at an office of the American Institute in Taiwan; and either:
    - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

- **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, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity

- **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;
  - Not on the travel orders of the sponsoring employee;
• 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, and 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.

• **Not Ordinarily Resident (NOR)** – An individual who:
  - Is not a citizen of the host country;
  - Does not ordinarily reside (*OR*, see below) in the host country;
  - 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.

• **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).

**U.S. Embassy Juba State Intranet Site**
**U.S. Department of State Internet Site**

DRAFTED: Jackson L. Charles, Human Resources Assistant
CLEARED: Beverly Nolt, CDC Deputy
CLEARED: Mary E. Davis, Management Officer