



Vacancy Announcement
Embassy of the United States of America
Bujumbura, Burundi

EMPLOYMENT OPPORTUNITY!

Vacancy Announcement: Bujumbura-2021-01

Open To: All Interested CCN (Cooperating Country National) Candidates

Position: **Project Management Assistant –FSN-08**

Opening Date: **November 17, 2020**

Closing Date: **December 08, 2020 at 16.00 (4.00pm)**
(Closing time for submission of physical applications at the Embassy is 16:00 from Monday to Thursday, and 11:00 on Friday)

Work Hours: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION

The Project Management Assistant is in the Health Office that implements two Presidential Initiatives: The President's Emergency Plan for AIDS Relief (PEPFAR) and the President's Malaria Initiative (PMI), as well as supports the agency priorities to Prevent Child and Maternal Deaths. The incumbent to this position will assist the 10 Health Office staff members in activity planning, design, management and implementation, and monitoring and reporting for the >\$35 million per year health portfolio. S/he has a key role in providing support to USAID's Health Team in program management, logistics and administrative areas to ensure the effective and efficient management and implementation of USAID's bilateral and centrally funded implementing mechanisms in the health portfolio.

MINIMUM REQUIRED QUALIFICATIONS:

EDUCATION: Completion of Secondary Schooling, and an additional two years of postsecondary studies in Public Health, Public Affairs, Statistics, Management, Business, Finance, Accounting or Administration is required.

EXPERIENCE: Five years of progressively responsible experience in program/project management and/or program administration is required. Experience should include direct experience with performance/quality monitoring and organizational development. Experience must include a minimum of two years with a local or international development, government or non-governmental organization.

TO APPLY FOR THIS POSITION:

Interested applicants in this position must review the USAID/Burundi solicitation posted on the U.S. Embassy Bujumbura Website and follow the instructions in Section IV. The application package **must** include a cover letter, the Universal Application for Employment (UAE) (Form DS-174), a current résumé or curriculum vitae, and any other documentation that addresses qualification requirements. The solicitation and application form is available at <https://bi.usembassy.gov/embassy/jobs/>.