



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Announcement Number: Bujumbura-2021-02

Position Title: HIV/AIDS Clinical Services Specialist (DHAPP)

Opening Date: January 18, 2021

Closing Date: February 01, 2021

Series/Grade: Resident (OR): FSN- 12
Not-Ordinarily Resident (NOR): FP-3
**Final grade/step for NORs will be determined by Washington.*

For More Info:

Mailing Address:

Human Resources Office
Embassy of the United States
Avenue des Etats-Unis
B.P 1720 Bujumbura

Note: Closing time for submission of physical applications at the Embassy is 16:00 (Monday to Thursday) and 11:00 on Friday.

Online applications may be submitted at any time before the above mentioned deadline at BujumburaHR@state.gov

Who May Apply:

All eligible candidates – All Sources

Security Clearance Required:

Local Security Certification

Duration Appointment:

Indefinite, subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Bujumbura, Burundi is seeking eligible and qualified applicants for the position of **HIV/AIDS Clinical Services Specialist (DHAPP)**.

The work schedule for this position is Full Time (40 hours per week).

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

DUTIES:

The holder of this position is the secondary public health advisor on Prevention, Care & Treatment/Clinical Services after the DHAPP Program Manager in country for all Department of Defense HIV/AIDS Prevention, Care & Treatment Program (DHAPP) activities in support of the President's Emergency Plan for AIDS Relief (PEPFAR), and the Burundi National Defense Force (BNDF). The position holder is responsible for the design, implementation, coordination, and evaluation of a broad range of agency-funded HIV Care & Treatment/Clinical Services program activities and studies required to implement PEPFAR strategies with the military in Burundi. Key responsibilities are two-fold: implementing and supporting treatment and care interventions and working with implementing partners to monitor performance and maintain delivery of high quality HIV services. The job holder represents the DoD in Burundi on HIV Care & Treatment/Clinical Services issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Job holder serves as the alternate activity manager for HIV Prevention, Care & Treatment grants, contracts and cooperative agreements with special emphasis on Strategic Information monitoring and evaluation and coordinates funding, reporting, and administration with the extramural team to assure projects are conducted and USG funds are appropriately utilized. Supervision is provided first by the DHAPP Program Manager in country and second by the Chief of Office of Defense Cooperation.

QUALIFICATIONS AND EVALUATIONS:

EDUCATION: Doctoral level (DrPH, MD or PhD) degree or host country equivalent in medicine, nursing, public health, epidemiology field is required.

REQUIREMENTS:

EXPERIENCE: Five years practicing clinical medicine including or focusing on care of patients with HIV/AIDS. Three of the five years comprised of mid-to-senior level public health experience in developing, implementing and evaluating HIV/AIDS Care & Treatment/Clinical Services programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required.

JOB KNOWLEDGE: Job holder must possess comprehensive knowledge of current HIV/AIDS Care & Treatment/Clinical Services issues, especially in the military setting. An in-depth

knowledge of the range of programs, policies, regulations, and precedents applicable to development and administration of national/international public health program is required. Detailed knowledge of the Burundi Military health care system and structures (including familiarity with MOD and MOH policies, program priorities and regulations) is required. In-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of Care & Treatment/Clinical Services programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Must be conversant with survey design and questionnaire development and with data management programs. Good working knowledge of overall administrative requirements, budgeting, and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required. A detailed working knowledge of host government and international public health systems is required. A technical working knowledge of administrative, budgeting, and fiscal management systems in support of funding mechanisms such as contracts, cooperative agreements, grants, and purchase requisitions is required.

EVALUATIONS:

LANGUAGE: Level 4 (fluency) speaking/reading/writing English is required.

Level 4 (fluency) speaking/reading/writing French is required.

Level 3 (good working knowledge) speaking/reading/writing Kirundi is required.

SKILLS AND ABILITIES:

Strong leadership and interpersonal skills to work with all levels of staff in a team setting to accomplish program goals are required. Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners in order to convey program progress, technical requirements and to influence other collaborative organizations engaged in HIV/AIDS programs to adopt appropriate strategies for their program activities. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. Strong skills in interpretation of program monitoring and evaluation data are required. The Job holder will be expected to exercise considerable ingenuity and tact in applying DoD and PEPFAR guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS programs to adopt appropriate strategies for their program activities. Exceptional working knowledge of computer software programs such as word processing, Excel spreadsheets and databases is required. Regular demand for keyboard proficiency with good working speed and accuracy for use in preparation of reporting documentation is required. Ability to make detailed mathematical computations is required. Exceptional skills in data collection, entry, and monitoring coupled with ability to enter, track, and analyze large amounts of data on an ongoing basis.

Qualifications: All applicants may be tested on any requirements listed above. All applicants under consideration will be required to pass medical and security certifications. All candidates must be able to obtain and hold a Local Security Certification.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Benefits: Locally employed staff, including members of household (MOHs), and third-country nationals (TCNs), working at the U.S. Mission in Bujumbura, Burundi, may receive a compensation package that may include health, separation, and other benefits.

For EFM, benefits should be discussed with the Human Resources Office.
The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available at Bujumbura US Embassy website.

- ***For physical applications:*** Please indicate your name and the position title for which you are applying on the envelope and sign in the logbook upon drop-off of your application in the HR Office.
- ***In the event of application through BujumburaHR@state.gov :*** please indicate the position title for which you are applying in the subject line of your email.

Required Documents: Please provide the following required documentation with your application:

- DS-174
- Work Permit (For non-Burundian)
- Coy of National ID/ Passport
- Diploma and relevant certificates
- List of references

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview, will be contacted via email.

For further information: The complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Bujumbura, Burundi.