

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 40/2011
OPENING DATE: 08/26/2011
CLOSING DATE: 09/23/2011
POSITION TITLE: PROJECT MANAGEMENT SPECIALIST (PUBLIC HEALTH), FSN-11*
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID Representative Office in Kyrgyzstan, Bishkek, Kyrgyzstan

MAJOR DUTIES: Under the supervision of the Country Representative in Kyrgyzstan and technical guidance of the Health and Education Office Director the incumbent serves as project manager and advisor for assigned public health activities in Kyrgyzstan: 1) manages assigned contracts, grants and agreements; 2) meets with contractors and counterparts on a regular basis, reviews progress, identifies potential issues; 3) reviews documents required for payment, change of activities, requests for continuations, and supplemental awards and makes recommendations; 4) provides oversight and monitoring USAID health budgets and USG PEPFAR budgets allocated to contractors and grantees; 5) maintains health-related subject files and records in accordance with USAID regulations; 6) gathers information, analyzes in-country needs and opportunities against objectives in the U.S. Foreign Assistance Framework; 7) prepares and presents comprehensive program reviews to include recommendations on curtailing or expanding programs and program effectiveness; 8) participates in technical reviews of proposals and applications and funding allocation decision making during the review and development process; 9) stays abreast of changes in the host country public health infrastructure, advising agency management on observed strengths, weaknesses and opportunities; 10) meets frequently with in-country mid- to senior-level host government health professionals and program directors, as well as health counterparts in non-governmental organizations, private sector, and international organizations; 11) serves as a USG point of contact on all issues and requests related to the President's Emergency Plan for AIDS Relief (PEPFAR), including Global Fund (Global Fund to Fight AIDS, Tuberculosis, and Malaria-GFATM) grants; 12) coordinates USG assistance with the GFATM and other donors working in the HIV/AIDS area; 13) keeps host government public health contacts and non-governmental health program counterparts informed about new USAID and USG (PEPFAR) initiatives, policies and procedures; 14) provides input to organization of site visits, drafting of memos for high-level USG officials from Washington and for the Ambassador; 15) provides input to the monthly newsletter, speeches, talking points, USG cables, briefing memoranda and success stories on health and health related issues; 16) other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

*** Full performance level:**

- **Education, skills and experience (60%):** Medical University degree (preferred) or Master's degree (or host country equivalent) in public health, epidemiology, behavioral or social sciences field. Minimum five years of progressively responsible public health experience in developing, implementing and evaluating public health programs that involve coordination with an international agency or implementing partner. Minimum two years of experience managing resources and leading teams or directing groups. Detailed understanding of PEPFAR and relevant USG/USAID regulations. Thorough knowledge of current HIV/AIDS, TB and health systems reform issues. Comprehensive knowledge of health programs, policies, regulations, precedents, protocols in Kyrgyzstan. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations. Good working knowledge of team management techniques. Good administrative skills, including budgeting and fiscal management abilities. Computer proficiency (Microsoft Word, Excel, PowerPoint, and Outlook).
- **Teamwork/Interpersonal and Communication Skills (30%):** Strong leadership and interpersonal skills to work with all levels of staff in a team setting. Ability to maintain effective working relationships with national and international health partners. A high level of oral and written communications skills.
- **Language skills (10%):** Level IV (fluency – speaking/reading/writing) in English and Russian. Proficiency in Kyrgyz desired.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received in the Executive Office (EXO) USAID/CAR, Fax: (7-727) 2507634; E-mail: per.almaty@usaid.gov by COB Friday, September 23, 2011. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.