

USAID VACANCY ANNOUNCEMENT # VN09-003

TO: All Mission Employees
FROM: Sheila Samuels, Sup. Executive Officer
SUBJECT: Vacancy Announcement - Infectious Diseases Specialist
DATE: June 25, 2009

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Infectious Diseases Specialist
Pos. No. and Grade: C-819 - FSN 10
Division/Office: Office of Health

BASIC FUNCTION OF POSITION

The FSN Infectious Diseases Specialist is expected to bring to the Office of Health (OH) technical expertise in the area of infectious diseases, with focus on HIV/AIDS and sexually transmitted diseases and tuberculosis, as well as others; and to participate in the management of activities in the OH's portfolio addressing infectious diseases.

The incumbent will work closely with the Senior Infectious Diseases Advisor, and in close coordination with the OH staff providing administrative assistance for these activities and the rest of the OH team.

MAJOR DUTIES AND RESPONSIBILITIES

1. Implement the OH strategy and work in the design, implementation, monitoring, and evaluation of OH activities, with emphasis on those addressing infectious diseases (focus on HIV/AIDS and sexually transmitted diseases and tuberculosis) under the Quality Healthcare (QH) project. Prepare USAID project implementation documentation for the QH project. Provide technical assistance and guidance to QH implementing partners and beneficiaries. Travel to the field for monitoring of QH activities, partners' meetings and related duties.
2. Support the design, implementation, monitoring, and evaluation of regional activities (Amazon Malaria Initiative, South American Infectious Diseases Initiative, and others that may be implemented by the Office of Health of USAID/Peru)

3. Prepare or lead the preparation by OH partners of technical and general reports on Peru's situation regarding infectious diseases, and on progress in the implementation of OH activities (including technical, managerial and financial aspects). These may be periodic or upon request and involve subjects in addition to infectious diseases.
4. Provide to OH, its partners, and others technical input based upon current knowledge in the fields discussed above. This may include mentoring members of OH, of implementing partners, or of beneficiary organizations.
5. Represent OH and USAID as required.
6. Others as required by OH and/or USAID/Peru.

DESIRED QUALIFICATIONS:

Education: Health professional degree (i.e., Master in Public Health) with postgraduate degree(s) in public health with a focus on infectious disease control preferred (medical doctor, nurse or other health professional degrees such as biologist, public health, etc.)

Prior Work Experience: No less than (4) years experience in project management. Experience in performing and/or managing consultancies, and in providing technical assistance. Most work experience must be related to infectious diseases, with emphasis on HIV/AIDS and tuberculosis.

Experience working both in Lima and other areas of the country is required; the latter preferably in those regions considered a priority by USAID for providing assistance in HIV and TB control.

Candidates must have experience in working as part of teams and with stakeholders outside their own organizations, and from different levels in the health sector (e.g. health and other authorities at national and sub-national levels, NGOs, international funding and cooperation agencies).

Post Entry Training: Will include self-learning about USAID regulations accompanied by mentoring from USAID staff from OH and other offices; Contract Officer Technical Representative (COTR) and LAC Health Managers State of the Art (SOTA) training as they become available; other training activities addressing public health and/or infectious diseases, as well as managerial subjects will depend on training opportunities and of resources available to finance participation in them.

Language Proficiency: Level IV (fluent) English language ability is required. The incumbent must have excellent written and verbal communication skills in both English and Spanish.

Knowledge: Excellent knowledge and understanding of Peru's situation and needs regarding public health problems related to infectious diseases, both at national and sub-national levels. State-of-the-art knowledge of public health aspects of infectious diseases, with an emphasis on HIV/AIDS and

tuberculosis required. Excellent knowledge of the Peruvian health system,

-3-

particularly of the Ministry of Health and of Regional Health Directorates and their health strategies, programs and services, with emphasis on those addressing HIV/AIDS and tuberculosis. Knowledge of public health problems related to infectious diseases in the Amazon Basin.

Abilities and Skills:

- Project management skills, and the capacity to plan both at the strategic and operational levels, are required. Likewise, leadership and negotiation capacities are necessary for the position.
- Excellent interpersonal, verbal and written communication skills are necessary, particularly to communicate on project management as well as on technical issues with a variety of stakeholders. Candidates must be able to prepare written reports as well as oral presentations with minimum editorial assistance.
- Ability to exercise tact, initiative and diplomacy in dealing with all levels of personnel within the USAID/Peru Mission, GOP Ministries, other U.S. Government agencies, and private organizations.
- Ability to work in multidisciplinary teams and groups, preferably with a trans-disciplinary approach is required. Such work includes but is not limited to: identifying and creating opportunities for alliances; identifying and agreeing on objectives; coordinating activities; discussing progress under projects; solving problems arising during project planning, implementation, and evaluation.
- Systemic and analytical thinking are a must. Candidate must be capable of synthesizing and analyzing information to produce reports, recommendations, provide technical advice, etc.
- A learning attitude, with willingness and ability to acquire and share knowledge, identify and disseminate useful information and best practices are necessary.
- Candidates are expected to have a high level of proficiency in the use of common computer programs for word processing, using spreadsheets, preparing presentations, and manage e-mail and calendar, and using the internet to access and disseminate work related information.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. ***For applicants within the Mission: Please submit a Memorandum of Application, a resumé and Form OF-612.***
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

All completed applications must be returned to USAID/Peru Human Resources Office by 4:00 p.m. Friday, July 10, 2009. Applications received after the closing date will not be accepted.

Prepared by:
EXO/HR