

## MANAGEMENT NOTICE

**To:** All Mission Staff **Date:** 05/30/06  
**From:** Edith Humphreys, Executive Officer **No:** 051/06  
**Subject:** **Vacancy Announcement – Senior Program Management Specialist for HIV/AIDS**

USAID/Mozambique is recruiting for a Senior Program Management Specialist for HIV/AIDS within the Office of HIV/AIDS. This position is being advertised within the Mission and through the “Notícias” newspaper and is open to all employees who meet the stated qualifications. The Scope of Work equates to GS 12 level. The employee will work 40 hours per week and will report directly to the HIV/AIDS Program Officer.

### **Basic Function of Position:**

The Senior Program Management Specialist will be the HIV/AIDS Team’s lead resource person on the use of the Country Operational Plan and Report System (COPRS) database throughout the planning and reporting processes required under the U.S. President’s Emergency Plan for AIDS Relief; this includes managing overall funds allocation in line with the COPRS as well as management support budgets, organizing and disseminating guidelines on these processes, and compiling information for reports.

He/she will work collaboratively with Mission employees, with other US government agencies working on HIV/AIDS prevention, treatment, care and mitigation, with Mozambican government organizations, with training institutions, NGOs, FBOs, and, international organizations, and with other donors.

### **Required Qualifications:**

At the full performance level, the successful applicant must possess:

**Education:** University degree. Public Health, social science, business or other development related fields are preferred.

**Experience:** At least five (5) or more years of experience in designing, implementing and managing development programs. Experience with international donor organizations or international nongovernmental organizations is preferred, as well as program experience related to public health and HIV/AIDS. Experience working with USAID or USAID-funded programs is highly desirable.

**Language:** Excellent English communication skills, both oral and written. Knowledge of Portuguese in addition to English is preferred.

**Knowledge:** A sound knowledge of program and office practices. Familiarity with the main technical and substantive issues related to HIV/AIDS prevention and care in sub-Saharan Africa and a good understanding of African social, cultural and political contexts.

**Skills/Abilities:** Ability to develop and maintain a range of working level and management level contacts on HIV/AIDS related topics, in government, non-governmental and private sector

circles. Must be able to work effectively within team and interagency environments and to train, mentor and coordinate well with others. Must be able to interpret regulatory directives and have excellent computer skills including Word, Excel, and PowerPoint software.

**Selection Process:**

Each candidate will be rated based on his/her qualifications for this position as evidenced by the education, experience and training that he/she reports relative to this position and which shows that he/she possesses the knowledge, skills and abilities required. Closing date for applications is **June 12, 2006**. Interested candidates should forward a cover letter with CV in English to: USAID, Office of Administrative Management, Human Resources Specialist, Av. Kenneth Kaunda, No. 193, P.O. Box 783, Fax No. 21352130, E-mail: mz\_recruiter45@usaid.gov. Only selected candidates for interviews will be informed in writing of the Selection Committee's final decision.

**EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF HIV/AIDS STATUS.**

Distribution: USAID, AMB, DCM, ADMIN, CLO, PIRI-PIRI, PCORPS  
(Please display on Bulletin Boards)