



## MANAGEMENT NOTICE

### AMERICAN EMBASSY GABORONE, BOTSWANA

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10/29/2009

VACANCY ANNOUNCEMENT

N09/107

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OPEN TO: All Interested Candidates

POSITION: TB/HIV Program Officer  
FSN-11; FP-04

OPENING DATE: November 2, 2009

CLOSING DATE: November 13, 2009  
**(Applications received after the closing date will not be considered)**

WORK HOURS: Full-time - 40 hours

SALARY: P326,731, p.a. (starting salary)

The Centers for Disease Control (CDC/BOTUSA) in Gaborone is seeking an individual for the position of TB/HIV Program Officer.

#### **BASIC FUNCTION OF POSITION:**

Serves as a key public health advisor on TB/HIV activities, including the treatment and medical management of persons co-infected with TB and HIV, to the Care and Treatment Team Leader for the CDC Global Aids Program (GAP) Botswana; responsible for the design, implementation, coordination, and evaluation and a broad range of agency-funded TB/HIV program activities and studies required to implement the President's Emergency Plan for aids Relief (PEPFAR) in Botswana; program advisor and program contact on TB/HIV programs to the Botswana Ministry of Health (MOH), external partners and non-governmental organizations (NGOs) in the implementation of TB/HIV issues at technical, policy and strategic planning meeting; serves as the activity Manager for multiple (5-7) CDC Supported TB/HIV cooperative agreements in Botswana and coordinates funding, reporting and administration with extramural team to assure projects are conducted and USG funds are appropriately utilized; serves as primary contributor to the planning, development and review of the T/BHIV components of the annual Country Operation Plan (COP) for Botswana; identifies training needs and participates in the review and evaluation of training for partner organization

**QUALIFICATIONS REQUIRED:**

- Medical Degree and residency leading to registration as a licensed medical practitioner is required
- Three years work experience in TB and HIV or public health program, activities is required.
- Level IV English and is required (fluent both written and spoken).
- Knowledge and experience in the TB and HIV/AIDS issues including medical management of co-infections and resistant strains of TB, care and support, counseling and interventions, testing, and treatment, policies, regulations and precedents applicable to develop and administration of national/international public health program is required
- Must be familiar with computer software applications including programs including word processing, spreadsheets and databases are required.

(Copy of the complete position description listing all duties and responsibilities is available for review in the Human Resources Office. Contact **3953982** ext **(2421)**)

**SELECTION PROCESS:**

When equally qualified U.S. Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications listed above.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget, and residence status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current employed EFMS who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

**TO APPLY:**

Interested applications for this position must submit the following or the application will not be considered:

- Application for U.S. Federal Employment (SF-171 or OF-612) or
- A current resume or curriculum vitae that provide the same information as an OF-612.
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATIONS TO:**

Human Resources Office  
Attention: Human Resources Assistant  
American Embassy  
P.O. Box 90  
Gaborone (or hand deliver)

**POINT OF CONTACT:**

NAME: Motlalepula Mmakgonya  
Telephone: (3953982 ext 2421)  
FAX: (3957679)

## **DEFINITIONS:**

1. AEFM: A type of EFM who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:

--US citizen;

--Spouse or dependent that is at least age 18;

-- Listed on the travel orders of a Foreign or Civil Service or informed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

-- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternative safe haven abroad; and

-- Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.

2. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency based in the host country and has the required work and/ residency permits for employment in the country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The U.S. Mission in Botswana 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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Cassandra Hamblin  
Human Resources Officer