

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT**

OPEN TO: All interested candidates **DATE:** 06/09/2010
TITLE: AID Project Management Specialist - Health **AGENCY:** USA
Position Number Karachi-PD#15
GRADE: FSN-11 (Rs. 2,099,601 p.a. to Rs. 3,892,926 p.a.) **LOCATION:** KARACHI

BRIEF DESCRIPTION OF DUTIES: The Project Management Specialist (Health) serves as a key member of the USAID/Pakistan Health, Population, and Nutrition (HPN) Office, managing and implementing Islamabad HPN programs/projects/activities from the Karachi Office. The Specialist is responsible for providing local/regional oversight, management, and direction of health programs in the Sindh and Baluchistan Provinces. As a result, the Specialist represents USAID, its activities, and its programs to senior GoP counterparts from the regional Departments of Health and Population Welfare, as well as to NGOs, the private sector, other donor agencies, and local communities. The assignment includes responsibility for monitoring and evaluating ongoing programs/projects/activities; shaping new activities; and, advising USAID and Provincial and District governments on key health and implementation issues. The Specialist participates with professionals of all Mission Sectors in the planning, design, development, management, and monitoring of USAID programs/projects/activities.

QUALIFICATION REQUIRED:

EDUCATION: Completion of an advanced degree in Public Health (MPh, MBBS, or equivalent), public policy, or a related social science is required. Additional degrees in management, anthropology, communications, or their equivalent is desirable.

EXPERIENCE: Five to seven years of progressively responsible, professional-level experience in public health, including project design, program planning, management, monitoring and evaluation, or implementation is required. Preferably at least two years of the required experience will be in development work with donor agencies, GoP organizations, or private sector institutions.

LANGUAGE: Level IV (fluent) English and Urdu language proficiency, speaking and writing, as well as spoken Sindi Level IV (fluent) is required.

KNOWLEDGE: In-depth professional knowledge, or the ability to quickly gain such knowledge of development principles, concepts, and practices as they relate to the assignment, and to development programs in Pakistan and the Sindh and Baluchistan Provinces is required. In addition, knowledge and understanding of the economic, political, social, and cultural characteristics of Pakistan; development problems, resources, and resource constraints, and the development prospects and priorities of Pakistan and the assigned regions is a necessary component of job requirements. The Specialist must have a good knowledge, or the potential to acquire such knowledge, of legislation, policy, and practice relating to development assistance; programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. Knowledge and understanding of the organization and respective roles of relevant structures within the GoP, in order to enhance effective communication and to develop consensus on program/project/activity strategy and implementation plans is necessary; as is an in-depth knowledge of GoP institutions, policy directions, objectives, and priorities relating to activities in the health sector is essential.

ABILITIES & SKILLS: The ability to plan, organize, manage, and evaluate program activities is desired. Bilingual verbal communication skills, tact, and diplomacy are required in order to establish and develop sustainable working relations, and a high level of trust, with senior and mid-level GoP officials, and with public and private organizations in the health sector. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers. Analytical ability sufficient to interpret public policies, assist in the development of revised policies, and to develop and manage budgets is required. The ability to work effectively in a team environment is required. Proficient computer skills are required, including fluency in Word Processing, Power Point, and Excel.

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SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Post Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **Six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

TO APPLY:

Interested applicants for this position must submit duly filled DS-174 Form (Application for Employment as Locally Employed Staff) to the following mailing address:

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

OR

**ProLink Consulting (Pvt) Limited
F – 61/5, Block 4, KDA Scheme 5, Clifton, Karachi**

Interested candidates should clearly mark the position title they are applying for on the envelop. Incomplete and late submissions will not be considered. Only shortlisted candidates will be contacted for the test or interview. To see all open advertised positions and access the DS-174 form, please visit the Embassy website:

http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 24, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.