



*Embassy of the United States of America*

Guatemala City, Guatemala

June 11, 2010

**VACANCY ANNOUNCEMENT  
10-021**

**OPEN TO:** Foreign Service National (FSN)

**POSITION:** Project Management Specialist (HIV/AIDS)  
FSN-11

**OPENING DATE:** June 14, 2010

**CLOSING DATE:** June 28, 2010

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** **Position grade FSN-11**

The U.S. Agency for International Development (USAID) is seeking an individual for the position of **Project Management Specialist (HIV/AIDS)** at the Health and Education Office.

**BASIC FUNCTION OF THE POSITION:**

The incumbent is the Mission's medical/public/private health advisor in the Health and Education Office (HEO), contributing to achieving results of the Guatemala bilateral program under the Central America and Mexico-(CAM)- regional strategy Strategic Objective 3 (SO3): "Investing in People: Healthier, Better Educated People", Intermediate Result 3.4 "Contained and Mitigated Impact of HIV/AIDS". Responsibilities include advising the Mission on appropriate strategies to achieve the Strategic Objective and provide expert technical assistance in HIV/AIDS in the areas of: community integration; NGO strengthening; continuum of care approach to people living with HIV (PLHIV); HIV/AIDS Supply Chain Management; and HIV/AIDS comprehensive care services. The incumbent will serve as Activity Manager for HIV Supply Chain Management component and provide technical guidance for other bilateral instruments with small HIV/AIDS components. The incumbent will have a key role in doing site monitoring of all USAID/Guatemala HIV/AIDS Programs and activities and will monitor complementarities of USAID regionally supported HIV/AIDS efforts as well as Global Fund to fight AIDS, Tuberculosis, and Malaria (GFATM) projects and HIV activities from other donors and multilateral programs. The HIV/AIDS Project Management Specialist will also serve as Strategic Objective team representative on the following national committees/forums: (a) Country Coordination Mechanism for the Global Fund Projects and (b) UNAIDS Expanded Thematic Group.

**QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considered for the position.**

1. Post-graduate degree (MPH, MA, MSc, or equivalent in Medical or Social Sciences).
2. Five to seven years of professional-level work experience in development programs. At least five years should have been in health development assistance, preferably in HIV/AIDS projects targeted to the most-at-risk population and health financing/economics.
3. Incumbent must have excellent interpersonal and communication skills to promote HIV/AIDS mitigation interventions in a culturally sensitive way in both the public and private sector as well as among donors and international organizations.
4. Incumbent must have strong consensus building and teamwork as well as strong analytical and technical writing skills for the development of new initiatives. The candidate will need to be able to both work independently and collaborate closely and effectively with USAID colleagues and other partners and stakeholders.
5. Fluent Spanish (level IV) and English (level III) required for oral and written technical reports and presentations. Candidate's oral and written English skills will be evaluated as part of the selection process.

**TO APPLY:**

Applicants interested in this position must fill an application form. To access it please visit: <http://www.usaid.gov/gt/employment.htm>. After completing the form, please send the application form, curriculum vitae and salary history via email to [Guatemalavacancies@usaid.gov](mailto:Guatemalavacancies@usaid.gov)

**CLOSING DATE FOR THIS POSITION: June 28, 2010**

**The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.**