



USAID CCN/TCN PSC

The United States Embassy in Hanoi, Vietnam is seeking an eligible and qualified applicant for the position of Development Assistance Specialist in its U.S. Agency for International Development (USAID).

- 1. VACANCY ANNOUNCEMENT No.:** USAID-2019-05
- 2. OPENING DATE:** November 05, 2019
- 3. CLOSING DATE:** December 05, 2019, 17:00 Hanoi time
- 4. AREA OF CONSIDERATION:** All Interested candidates/All sources who are Cooperating Country National)

Cooperating country national (CCN) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

- 5. POINT OF CONTACT:** Quyen Hoang, HR Specialist at qhoang@usaid.gov; Tel: +84-24-3850-5000 ext. 2763 and Loan Nguyen, HR Assistant & Travel at loannguyen@usaid.gov; Tel: +84-24-3850-5000 ext. 2673
- 6. POSITION TITLE:** Development Assistance Specialist (HIV/AIDs), VN-027
- 7. MARKET VALUE/Salary (per annum):** US\$30,920.00 – US\$46,397.00 (FSN-11)

Added by attractive allowances, cash and non-cash benefits, cash incentives according to U.S. Embassy Vietnam's Local Compensation Plan.

- 8. PERIOD OF PERFORMANCE/Length of the contract/ WORK SCHEDULE:** Definite term - five years / Monday through Friday (40 hours per week).

USAID expects the services under this contract **to be continuing in nature** for the contractor to perform under a series of sequential contracts, subject to the availability of fund.

- 9. PLACE OF PERFORMANCE:** USAID/Vietnam/Ho Chi Minh City/ 8 Floor, Diamond Plaza, 34 Le Duan, Ho Chi Minh City, Vietnam
- 10. SECURITY LEVEL REQUIRED:** Local Security Certification or Public Trust

11. BACKGROUND INFORMATION OF THE POSITION

The Development Assistance Specialist (HIV/AIDS) position is located in the USAID Mission in Ho Chi Minh City, Vietnam, and provides technical assistance and leadership on HIV programming in the Southern Vietnam provinces. The duties and responsibilities include full assistance in consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the HIV/AIDS technical area.

The incumbent will: 1) Be a primary program manager for assigned activities implemented by USAID/President's Emergency Plan for AIDS Relief (PEPFAR) program in the South of Vietnam; 2) Facilitate coordination and communication among various U.S. Government agencies, the Government of Vietnam at all levels and key partners involved.

12. MINIMUM REQUIREMENT

Education: A Bachelor's degree in public health, medicine, nursing, health sciences and administration is required.

Prior Work Experience: Must have a minimum of

- Five (5) years of progressively responsible experience in the field of public health and development.
- Three (3) years of this experience should be in oversight, design and implementation of HIV programs with Government, Non-Government Organization (NGO), international organization, or donor.

Language Proficiency: Must have:

- Level 4 (fluent) Speaking/Reading/Writing English (this will be tested).
- Level 4 (fluent) Speaking/Reading/Writing Vietnamese

Job Knowledge: Must have:

- Knowledge and background in HIV program management including a comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS prevention, care, treatment and program support and the most effective strategies for implementing these interventions.
- Knowledge and understanding of Vietnamese Public Medical and Social Health Systems and appropriate government and non-government entities.
- An understanding of the transmission and pathogenesis of the diseases, how to detect and provide treatment and how to promote community control and individual HIV prevention.
- Understanding of sexual health education and human rights as well as policy and advocacy issues.

Skills and Abilities: Must have/ be

- Ability to analyze, understand and discuss new program design, management and implementation approaches. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports.
- Ability to lead project teams/ work groups and to develop effective working relationships with national and international working partners.
- Considerable innovation to influence other collaborative organizations engaged in substance abuse and HIV/AIDS care & treatment programs to adopt appropriate strategies for their program activities.
- Excellent project management, program monitoring and evaluation skills.
- Strong organization and time management skills, able to perform responsibilities independently with minimal guidance.
- Ability to exercise considerable ingenuity in applying guidelines to unique and different settings/ highly complex situations.
- Strong communications skills.
- Proficient with Microsoft Office, Google and Gmail.
- Proactive and self-directed, with a strong work ethic.

13. EVALUATION AND SELECTION CRITERIA:

A Technical Evaluation Committee (TEC) will be set up to manage the whole evaluation and selection processes. Applications will be initially screened for eligibility in accordance with the required qualifications mentioned above including education, prior work experiences and language. Eligible candidates will be given an English test. Those candidates who meet the English requirement (Level IV) will be invited for the subject matter expertise test (SME

test) and the top performers from the SME test will be called for an interview. The SME test and the interview will be structured around the selection criteria above. Professional reference checks will be conducted once the pool is narrowed down to the top candidate(s).

In summary, the steps in the Candidates rating system are as follows:

- a) Meet education/experience requirements: pass/fail
- b) Language requirements: Pass/ Fail
- c) Subject Matter Expertise (SME) test: Top scoring candidates from SME test will be invited for interview
- d) Professional Reference Checks: Pass/Fail

At the final selection round, the TEC may consider the performance from all selection round as a whole package to ensure the best matching profile (relevant experience in multi/bi-lateral organizations/ development sector, in grant / contract management, HIV/AIDs...). Only final-round candidates will be notified of the selection result.

14. HOW TO APPLY:

All candidates must be able to obtain and hold a Local security or Public trust clearance.

1. Offerors/ Candidates are required to complete and submit a Universal Application for Employment (DS-174) which is available on USAID's Web Site below, Curriculum Vitae and scanned copies of degrees.
(https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY_EMPLOYED_STAFF_APPLICATION_FOR_M_DS-174.pdf)
2. Offers must be received by the closing date and time specified in **Section 3** and submitted to the Point of Contact in **Section 5**.
3. To ensure consideration of offers for the intended position, Applicants must prominently reference the Job Announcement number in the submission.

15. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances in accordance with United States Mission Vietnam 's Local Compensation Plan and regulations:

1. BENEFITS:
 - *One-month basic salary Tet Bonus*
 - *Contribution to mandatory insurances pursuant to GVN's law/ regulations including social insurance, health insurance and unemployment insurance.*
 - *Full coverage of additional health insurance for incumbent and 50% for each eligible family member*
 - *Annual and sick leave according to local labor law*
 - *Mission cash award (semi-annual/ annual) and On-the-Spot award for high performers*
 - *Training opportunities abroad, in-country, on-the-job and online sources (USAID University and Foreign Services Institute).*
2. ALLOWANCES (as applicable):
 - *Unique Condition Work allowance: 7% of Annual basic salary.*
 - *Miscellaneous Benefits Allowance: US\$1,000 per annum for FSN-09 and below and US\$3,000 per annum for FSN-10 and above.*

16. ADDITIONAL SELECTION AND APPLICATION CRITERIA:

- The Contracting Officer will consider nepotism/conflict of interest, funds availability and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.

- Current employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Evaluation Report are not eligible to apply.
- All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
- All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.
- Please clearly indicate in your application, the title of the position you are applying for. Any application that does not specify the position applied for will NOT be considered.
- Applications received after the closing date and time of the announcement will NOT be considered.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.
- Applicants who fail to meet requirements for the position will be disqualified. Only short-listed applicants will be contacted for interview.

The U.S. Embassy in Hanoi, Vietnam 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 Mission 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.