

Vacancy Announcement

USAID/Nepal invites applications for employment for the position of Program Management Specialist (Maternal/Newborn health) at the Health and Family Planning Office, under a Personal Services Contract, subject to availability of funds.

OPEN TO: All Interested and qualified Nepali Citizens

POSITION: Program Management (Maternal/Newborn health) Specialist - FSN PSC-9-10, Pending Classification (**Note:** Selected FSN may be hired at a lower trainee grade based on qualifications and experience)

OPENING DATE: May 10, 2008

CLOSING DATE: May 27, 2008

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The Program Management Specialist (PMS) is an FSN mid-level professional in the USAID/Nepal Health and Family Planning (HFP) Office. The PMS reports directly to the Division Leader responsible for Family Planning, Maternal, Newborn & Child Health activities (FP/MNCH), and works in close collaboration with senior management and technical staff in HFP. The PMS serves in a mid-level capacity providing technical, programmatic and administrative support overseeing maternal, newborn and child health activities in the FP/MNCH Division. Other areas of responsibility include active participation as a USAID/Nepal representative in central and district-level Government of Nepal, Ministry of Health and Population (MOHP) policy development meetings, donor and implementing partner coordination meetings and program and technical workshops and seminars. Field travel for program coordination, monitoring and documentation is required.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. Advanced degree in social or behavioral sciences, health, public health, or other relevant fields. A doctoral degree in public health or similar field desired. An equivalent of 3 to 5 years of experience in the field of public health is acceptable as an alternative to a graduate degree.
2. Three to 5 years of prior mid-level experience in the field of public health is required; prior work experience with USAID or another international agency desired. Experience managing programs, including fiscal management desirable.
3. Working knowledge of technical and programmatic maternal, newborn and child health issues in Nepal and the effective approaches to address them with a special emphasis on community-based approaches. Knowledge of evaluation methods, both quantitative and qualitative, required.
4. Must possess the ability to establish and maintain effective working relationships with USAID, USAID implementing organizations, central and district level Government of Nepal and non-governmental organization counterparts. Must possess high quality analytical skills and the ability to assess ongoing public health interventions to evaluate their efficacy and efficiency.
5. Ability to communicate effectively, both orally and in writing in Nepali and English is essential. Word-processing, MS Office Excel and other computer skills are required. Excellent interpersonal skills and an ability to work in a team environment.

6. Level IV (fluent) in English is required.

A detailed job description may be picked up at the USAID Human Resources office during office hours. Interested applicants should submit along with a cover letter completed form OF-612 and/or a C.V. not to exceed 3 pages and any other documentation (e.g., certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, P.O. Box. 295. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Disadvantaged castes, under-represented ethnic groups, and women are especially encouraged to apply.