

**Embassy of the United States of America
Bamako, Mali
Management Notice**

MANAGEMENT NO.: S09-100

DATE: September 18, 2009

SUBJECT: VACANCY ANNOUNCEMENT NUMBER 09-20

OPEN TO: FSNs and All interested candidates

POSITION: CDC NGO LIAISON OFFICER
FSN/PSC-11

OPENING DATE: SEPTEMBER 14, 2009

CLOSING DATE: OCTOBER 26, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident: CFA 8,763,605 per annum (FSN-11 starting, salary before benefits and allowances)

LENGTH OF HIRE: Indefinite

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Centers for Disease Control, under the US Embassy Bamako, Mali is seeking an individual as CDC NGO Liaison Officer.

BASIC FUNCTION OF POSITION

CDC requires an experienced professional to coordinate its NGO STI/HIV interventions in Bamako and throughout Mali. This position will require significant experience in NGO financial and personnel management, organizational development, NGO program development, and monitoring and evaluation of progress in meeting program goals. It may also require any of the following: oversight of NGO information systems, drafting of NGO guidelines and procedures, assistance to NGOs in drafting quarterly and annual reports, integration of NGO activities into Mali National AIDS Control Program strategic plans, oversight of procurement and contracting activities and designing and conducting training sessions. This position will require working independently with overall direction provided by the CDC Resident Advisor in Mali. It will

require working closely with CSLS, MALI/MOH, USAID and others to meet the joint goals and objectives of our STD/HIV/AIDS prevention activities in Mali.

The CDC/CSLS NGO liaison will take a lead role in directing expansion of critical NGO-conducted activities under the technical leadership of the PEPFAR/Mali team. CDC STI/HIV activities in Mali are partially funded by USAID-Mali and the CDC/CSLS NGO liaison will play an important role in coordinating HIV/AIDS prevention program of high priority to USAID-Mali & MOH/Mali. The NGO liaison will also assist in developing STI/HIV technical capacity within the NGO umbrella organization, when and if needed, and build linkages with the public sector. The NGO liaison will develop budgets, write contracts for and monitor the use of funds ranging from \$150,000 to \$750,000. However, the NGO liaison may also have indirect oversight of other STI/HIV projects funded to a maximum of \$1,000,000.

For a copy of the complete position description listing all duties and responsibilities, contact the U.S. Embassy's Human Resources Office at telephone number 2070-2512 or 2070-2315.

QUALIFICATIONS REQUIRED:

In collaboration with the National AIDS Control Program and CDC, provide technical assistance to NGOs providing STI/HIV/AIDS services: participate in activities of CDC, CSLS, USAID, Groupe Pivot and its partners that are designed to identify appropriate NGOs for STI/HIV/AIDS prevention; provide assistance in design of STI/HIV programs including assistance with implementation of start-up of technical strategies for STI/HIV prevention such as STI treatment, VCT (Voluntary Counseling and Testing), condom distribution and promotion, and sex education and outreach to vulnerable populations; liaise with appropriate partners for implementation such as national government officials, local government officials, and international and local NGOs. In addition to assistance with design and implementation of new STI/HIV prevention programs, the NGO liaison will also be asked to oversee already established STI/HIV prevention programs.

Assist in the development of program plans with NGOs receiving either direct CDC funding or CDC managerial or technical assistance: identify and hire additional personnel as needed; provide expert managerial assistance in financial management, including budget templates, record keeping and financial reporting; provide training to NGO staff in personnel management, such as supervision, evaluation and skills-building activities; and provide training to NGO staff in development of work plans, activity calendars and success indicators. Conduct site visits and review NGO quarterly reports and provide feedback and identify problem areas. Identify needs for technical assistance from CDC and prepare scopes of work in consultation with the NGO, the CDC Resident Advisor and CSLS.

Other duties as required: organize and conduct NGO training activities based on CDC/CSLS work plans; represent CDC in meetings and conferences that relate to NGO involvement in STI/HIV prevention in Mali; provide assistance in financial administration of NGOs through contractual agreements administered by the US Embassy, Bamako; participate in work plans and meetings and/or workshops developed by CDC partners in Mali; file quarterly reports.

Primary Partners:

The NGO liaison will be required to work with a variety of NGOs. Some STI/HIV prevention projects may be implemented by private NGOs working primarily in the health sector and some projects may be multisectoral NGOs that have integrated STI/HIV prevention into their existing activities in such areas as community development, natural resources protection, social welfare and small enterprise development. Most NGOs will be integrated as well with the public sector, such as regional hospitals and regional and cercle level health centers. The NGO liaison will need to be skilled in interacting with the public sector, especially the health sector, and integrating NGO activities with the public sector. In the example of VCT services, the public sector will play an important role in the referral of HIV/AIDS patients needing such medical services as tuberculosis and STI treatment and treatment of other opportunistic infections such as diarrhea, skin diseases and respiratory infections.

To accomplish the tasks listed above, the NGO liaison will work with both mid-level and lower-level Ministry of Health officials. Besides the Ministry of Health and regional and cercle level health officials, the NGO liaison will also interact with officials in Ministries that address social welfare and social services. Meetings with the government will include CDC, USAID, CSLS, Groupe Pivot and others involved in STI/HIV program planning in Mali and will deal with substantive technical and operational issues related to designing, implementing and monitoring STI/HIV prevention programs throughout the entire country. The NGO liaison will at times be required to participate in meetings and conferences with high-level Ministry of Health and donor officials, but this will be uncommon. The NGO liaison will also participate in meetings and planning sessions with high-level USAID-Mali personnel, such as the CDC liaison in the USAID Youth Team and the USAID Health Advisor. The NGO liaison may be required to interact with mid-level officials at the US Embassy regarding contracting and procurement issues.

Supervision:

The NGO liaison will be directly supervised by the CDC Senior Technical Advisor. Salary and benefits will be provided by the US Embassy using CDC funds. The CDC Resident Advisor will require regular reports of work plan progress and will provide programmatic and technical oversight. Evaluation of performance will be made by the CDC Resident Advisor with input from USAID and other partners.

Skills Required:

Master's level professional with significant public health experience and NGO management experience. Five to seven years of experience in the public health or development assistance field required. Experience in design and implementation of STI/HIV prevention programs. Level IV English and French. Fluency in Bambara or any other language spoken in the country is an advantage. Computer skills (MS Word, MS PowerPoint), excellent communication skills and being courteous and tactful when dealing with partners are required. Must be able to work independently.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following:

1. Application for U.S. Federal Employment (OF-612); Applicant has to specify on the second page of the Employment Forms (OF-612) part 13 their required English knowledge level to facilitate initial screening.
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO:

American Embassy – Bamako – Mali; Att: Human Resources Officer; B.P 34, Bamako – Mali

POINT OF CONTACT

Kaou Komé (Ext 2070-25-12) or Mah Touré Camara (Ext 2070-2315)

Telephone: 2070-23-00 - FAX: 2070-24-79

CLOSING DATE FOR THIS POSITION: OCTOBER 26, 2009

The US Mission in Mali 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.

Drafted: HRA: MCamara
Clearance: HRMS: KKomé
RHRO: EKaleta
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