



## Vacancy Announcement



**U.S. Mission:** Vientiane  
**Announcement Number:** Vientiane-2021-013  
**Position Title:** **Public Health Specialist, FSN-12**  
**Opening Period:** 03/17/2021 - 04/07/2021  
**Series/Grade:** **FSN-550-12**

**For More Info:** Human Resources Office  
Mailing Address: U.S. Embassy, Vientiane  
Thadeua Road, Somvang Tai Village  
PO Box 114, Vientiane, Laos  
Telephone: 856-21-487000  
E-mail Address: [VientianeHRHiring@state.gov](mailto:VientianeHRHiring@state.gov)

**Who May Apply:** All Interested Candidates

**Other Criteria:**

1. Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible to apply. This does not apply when your current hiring mechanism is while actually employed (WAE), TEMP or the work schedule is intermittent or irregular.
2. Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing. NOTE: This does NOT apply if your offer is for a WAE position.
3. Candidates must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**Security Clearance Required:** **Security Certification-Background Investigation**

**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees before you apply.](#)

**Summary:** The U.S. Mission in Vientiane is seeking eligible and qualified applicants for the position of Public Health Specialist in the Centers for Disease Control and Prevention (CDC).

**The work schedule for this position is:** Full-Time 40 hours per week.

**Start date:** Candidate must be able to begin working within a reasonable period of time (8 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** The job holder serves as a Senior Technical Advisor for the implementation of program activities in the field of HIV/AIDS/TB for the U.S. Presidents Emergency Plan for AIDS Relief (PEPFAR). Job holder is an HIV/AIDS public health technical advisor and CDC division program manager. The main duties of the job holder are to initiate, conduct, and oversee complex HIV/AIDS program activities including the prevention, care, and treatment of HIV/AIDS as well as strategic information, monitoring and surveillance activities. The Job holder's responsibilities require public health technical leadership and serves in an active technical advisory role to the Ministry of Health and implementing partners, day-to-day program and administrative management, and coordination and collaboration with other PEPFAR agencies to ensure project implementation addresses program strategic objectives and U.S. and host government national and international public health standards and best practices.

The incumbent provides medical and epidemiological advice and consultation in HIV/AIDS prevention, care, treatment and surveillance, with support from the CDC Division of Global HIV and TB (DGHT) Thailand Office. The incumbent represents CDC to a broad array of health professionals from the Ministry of Health, other host government ministries, implementing partners, non-governmental organizations (NGOs) and the PEPFAR Asia Regional Program involved in HIV/AIDS program activities. Incumbent will ensure CDC programmatic activities are consistent with and complementary to all in-country Laos MOH HIV/AIDS programs. The incumbent reports directly to- and works closely with- the DGHT Thailand Program Director to ensure that all activities contribute to measurable results that are in accordance with agency regulations, PEPFAR strategic objectives, international ethical guidelines, and standards for public health care. Job holder represents DGHT Laos on HIV/AIDS issues at technical, policy and strategic planning meetings, including bilateral and multilateral meetings with collaborators and donor agencies. Periodically addressing other health-related issues as needed by the American Embassy in Lao will be required.

**QUALIFICATIONS AND EVALUATIONS**

**EDUCATION:** Doctoral level degree (Doctor of Public Health (DrPH), Doctor of Medicine (MD) or Doctor of Philosophy (PhD) or host country equivalent degree in medicine, public health, epidemiology, behavioral or social science field is required.

**EXPERIENCE:** Five years of mid-to-senior level public health experience developing, implementing, and evaluating HIV/AIDS programs or other relevant HIV/AIDS public health programs that involve coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level with multiple staff is required.

**LANGUAGE:** Level IV (Fluent) speaking, reading, writing English and Lao is required. (this may be tested)

**QUALIFICATIONS:** All applicants under consideration will be required to pass medical and security certifications.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Mission 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.

**Other information:**

**HIRING PREFERENCE SELECTION PROCESS:** Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights \*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

**How to Apply:** All candidates must be able to obtain and hold a **Medical and Security clearance**. Applicants must submit a Universal Application for Employment (DS-174) which can be found on [our website: https://la.usembassy.gov/embassy/jobs/](https://la.usembassy.gov/embassy/jobs/)

To apply for this position, applicants should electronically (or hardcopy) submit the documents listed below

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent if applicable)
- Copy of college transcript.
- Language Scores (if available)
- Copy of work permit and resident permit for non-Lao citizen.
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

- Letter(s) of recommendation (if available)
- List of references (if available)

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission Vientiane.