



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Director-HIV Prevention, Care, and Treatment [Senior Executive Service]</b>			Salary <b>Commensurate with education and experience</b>
Posting Number <b>37-19</b>	Position Number <b>068485</b>	Number of Positions <b>1</b>	Posting Period * From: <b>8/19/2019</b> To: <b>9/2/2019</b>
Location: <b>Division of HIV, STD and TB Services 50 East State Street - 3rd Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

### GENERAL DESCRIPTION

This position directs all activities of the HIV Prevention, Care and Treatment Programs. Initiates, develops, implements, reviews, and interprets program policies and procedures. Provides strategic direction and guidance on all program activities. Primary developer of statewide HIV prevention and treatment strategy. Maintains the HIV Prevention, Education, Care and Treatment program mission, priorities, major goals, and objectives. Directs multi-million dollar annual HIV budgets, comprised of both state and federal resources (CDC/HRSA). Develops innovative approaches to HIV prevention and treatment that drive improved outcomes for people affected by or living with HIV. Maintains compliance with federal funding and programmatic requirements. Works with academic partners to enact funded studies and develop and implement data-driven prevention and treatment strategies. Provides supervision to all HIV staff. Works collaboratively with diverse NJ stakeholders (people living with HIV/advocates, other state agencies, academic partners, provider organizations, etc.). Represents the Division at state and national conferences and events.

Evidence of strong communication (verbal and written), critical thinking, problem solving, decision making, and leadership skills all strongly preferred. Track record of effectively supervising and developing staff members preferred. Demonstrated history of, and passion for, working on HIV issues strongly preferred.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position preferred.

Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities preferred.

Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.

Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

Specific requirements may be waived by the Commissioner of Personnel with sufficient justification.

### IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

***PSTHIVAIDS@doh.nj.gov***

- Mail the required documents to:  
**Dawn Costello, Executive Assistant 2  
HIV, STD and TB Services  
Reference Posting #37-19  
New Jersey Department of Health  
PO Box 363  
Trenton, NJ 08625-0363**

#### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - ***The New Jersey Department of Health is an Equal Opportunity Employer.***