

JOB OPPORTUNITY



AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

*Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov*

ANNOUNCEMENT NUMBER: 09-82

OPEN TO: All interested candidates
POSITION: **AID Program Specialist (Senior Program Manager), FSN-4005-11; FP-4**
OPENING DATE: November 1, 2009
CLOSING DATE: November 15, 2009
WORK HOURS: Full-time; 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-04 to be confirmed by Washington)

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

The U.S. Embassy in Kinshasa is seeking an individual for the position of AID Program Specialist in the Democracy and Governance (DG) Section at USAID.

BASIC FUNCTION OF POSITION

The Senior Program Manager shall serve as one of two high-ranking Congolese staff in the Democracy and Governance (DG) Office at the U.S. Agency for International Development. The DG Office is comprised of eight staff members, including the team leader, a deputy, two DG officers, two senior program managers, one program manager, and an administrative assistant. Programs address key reforms for justice and human rights, good governance, civil society, and elections. The Senior Program Manager shall manage up to four activities each ranging from \$500,000 to \$7.5 million/year. The incumbent will also take on representational functions for the DG office and USAID/DRC, and assist with political analysis, monitoring & evaluation, strategy development and reporting. Key tasks include: developing work plans and performance monitoring plans; monitoring activity implementation by means of meetings with implementing entities, site visits, analyses of partners' quarterly and monthly reports; preparing procurement documents, terms of reference and budgets; and coordinating USAID programs with other donors, Government officials and local NGOs. The incumbent shall also obtain background information to guide USAID interventions, policies, and strategic planning. S/He shall, on an as needed basis, represent USAID at meetings, conferences, seminars and other events.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Undergraduate/Graduate degree in International Relations, Public Administration, Political Science, Law, International Development, or a closely related field is required.

Prior Work Experience: Five years work experience in a relevant field in the DRC is required. Project/activity management experience is required.

Language Proficiency: Level IV (Fluent) Oral and written English and French is required. Level IV (Fluency) in a local Congolese language is also required.

Job Knowledge: Knowledge of international development concepts, principles and activity implementation, as well as knowledge and experience in democracy and governance and/or public administration is required.

Skills and Abilities: Demonstrated high-level analytic, activity management and written and oral presentation skills. Ability to work well on teams, demonstrated ability to take initiative and be pro-active, and strong interpersonal skills.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612), which can be obtained at <http://www.usajobs.gov/forms.asp> or by contacting Human Resources at 498 Avenue Lukusa, Kinshasa, Tel: 081-8806193; or
2. A current resume or curriculum vitae that provides the same information as an OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.
6. Current employees serving a probationary period are not eligible to apply.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: November 15, 2009

Drafted:- HR: FNSASU

Cleared:- USAID: SBERRY (email)

- HR: KUWAKATA

- HR: HRMULLER

Approved: MGT:CLCLOUD