



VACANCY ANNOUNCEMENT
USAID
AMERICAN EMBASSY, ABIDJAN
COTE D'IVOIRE

ANNOUNCEMENT NUMBER: 50-15

OPEN TO: All Interested Candidates/All Sources

POSITION: Private Sector & Trade Specialist; USAID/FSN/PSC; FSN-11

OPENING DATE: November 12, 2015

CLOSING DATE: November 26, 2015

WORK HOURS: Full-time, 40 hours/week

SALARY: Position Grade: FSN-11

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

The U.S. Embassy/USAID in Abidjan is seeking an individual to fill a **Private Sector & Trade Specialist** position in the USAID Côte d'Ivoire Field Office.

BASIC FUNCTION OF POSITION

The Private Sector and Trade Specialist (“Specialist”) will be a member of the Economic Growth Team and work under the supervision of the Economic Growth Office Director. The Specialist will take primary day-to-day responsibility for the implementation of Cote d’Ivoire’s Trade Africa program. S/He will serve as the Activity Manager for the expanded activities of the West Africa Trade Hub (“Trade Hub”) in Cote d’Ivoire, as well as the coordinator for all elements of the Trade Africa initiative in Cote d’Ivoire, working with USAID/Washington and other agencies, such as USDA, to ensure on-the-ground coherence and coordination of the Trade Africa initiative.

The incumbent will also play a key role managing USAID’s Development Grants Program (DGP). The DGP was designed to strengthen the capacity of local organizations to better meet the needs of their clients and constituents, and to expand the number of direct partnerships USAID has with organizations that have limited or no experience working directly with USAID. In Cote d’Ivoire, the DGP will be used to support small business development and entrepreneurship. Finally, the Specialist will support the development of the new EG office across the full range of activities, as needed, bringing in-depth knowledge of Cote d’Ivoire’s private sector, regional trade sectors and economic growth issues to help USAID achieve high-impact programs.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice: “Applicants must submit a completed DS-174 form, a current curriculum vitae (resume) that provides the same information listed in Appendix B and found on the UAE or a combination of both. To view the new form (English and French versions) as well as the instructions for completing it, please click on the following link: http://abidjan.usembassy.gov/how_to_apply2.html

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No.50-15; Private Sector & Trade Specialist

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** University degree (Bachelors) in relevant field such as economics, trade, business, agriculture or closely related field is required.
2. **EXPERIENCE:** Minimum 5 years of progressively responsible, professional-level experience in trade, business, agribusiness or other private sector development areas. At least two years of this experience should include trade related work such as customs, transport/logistics, trade promotion or trade policy. Prior experience in project design, implementation, and monitoring and evaluation is strongly desired.
3. **LANGUAGE:** Professional-level fluency (**level IV**) in both **English** and **French** (speaking, writing and reading) is required. ***Language proficiency will be tested.***
4. **SKILLS AND ABILITIES:**
A high level of technical expertise in trade and private sector development is required. The Specialist should possess the ability to advise senior Mission management on Ivoirian trade and private sector development topics, and their implications on USAID programs. Ability to effectively communicate complicated policy, strategy and program issues orally and in writing is required. The Specialist must be able to handle sensitive issues diplomatically, represent USAID authoritatively and use good judgment speaking on behalf of USAID in high-level meetings. Program design, budgeting, monitoring and evaluation skills are also very important.
5. **JOB KNOWLEDGE:** Thorough knowledge of issues relating to economic and trade development in Cote d'Ivoire and the region, as well as expert knowledge on competitiveness and private sector development. Strong knowledge of the Government of Cote d'Ivoire (GoCI)'s policies and priorities for trade and export promotion, and of the GoCI institutions responsible for implementing these policies. Knowledge of the strategies, programs and approach of other donor agencies in the trade and private sector development sector in Cote d'Ivoire is required.

SUBMIT APPLICATION TO

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: November 26, 2015

The U.S. Mission in Abidjan 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.