



**VACANCY ANNOUNCEMENT**  
**USAID**  
**AMERICAN EMBASSY, ABIDJAN**  
**COTE D'IVOIRE**

**ANNOUNCEMENT NUMBER: 02-16**

**OPEN TO:** Current employees of the Mission / All Agencies

**POSITION:** Democracy, Human Right and Governance (DRG) Specialist; USAID/PSC; FSN-11

**OPENING DATE:** January 20, 2016

**CLOSING DATE:** February 03, 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 **Democracy, Human Right and Governance (DRG) Specialist** position for USAID Cote D'Ivoire.

**BASIC FUNCTION OF POSITION**

The DRG Specialist reports directly to the USDH DRG officer in Cote d'Ivoire. S/He is responsible for the management of human rights and civil society activities in USAID Cote d'Ivoire. The DRG Specialist acts as advisor on project planning and implementation, administration, monitoring and evaluation, financial supervision, and other complex issues. The incumbent serves as an expert and principal development advisor on human rights and civil society and is responsible for creating working relationships with relevant human rights advocates, civil society groups, government officials, donors working in related fields, and United States Government staff in Cote d'Ivoire. As a senior development specialist, the DRG Specialist plays a decisive role in the successful implementation and oversight of project activities in Cote d'Ivoire by providing ongoing guidance, advice, and support to project implementation and acting as AOR on at least one project and Alternate AOR on two other activities. As necessary, S/He meets with senior Government of Cote d'Ivoire officials to discuss on-going programs and potential collaboration in the future.

**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](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. 02-16; DRG Specialist***

## QUALIFICATIONS REQUIRED

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

1. **Education (15%):** A minimum of a Bachelor's degree in Political Science, International Relations, International Development, Law, Business, Public Administration/Public Affairs, Economics or other social science discipline, Statistics or Journalism is required.
2. **Prior Work Experience (25%):** Six (06) years of substantive professional work experience on civil society/human rights or democracy and governance issues is required. At least four years of international work experience is required with an international organization such as bi-lateral or multilateral donors or international non-governmental organizations.
3. **Language Proficiency (10%):** Level VI (fluent) in both English and French (speaking, writing and reading) is required. ***Language proficiency will be tested.***
4. **Knowledge (25%):** In-depth knowledge and understanding of global democracy and good governance issues. Knowledge in procedures, regulations, and policies typical to a large government agency such as USAID; detailed and broad knowledge of development and political issues in Cote d'Ivoire.
5. **Skills and Abilities (25%):** Strong interpersonal skills. Maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment. Operational, managerial, and strong analytical and writing skills are necessary, specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate, clear and complete formats.

## 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](mailto: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: February 03, 2016**

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.