

ANNOUNCEMENT NUMBER: 11-002

OPEN TO: Current employees of the Mission; Foreign Service Nationals only.

POSITION: DEMOCRACY AND GOVERNANCE PROGRAM ASSISTANT,
FSN -8

OPENING DATE: January 13, 2011

CLOSING DATE: January 29, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident: US\$32,420 p.a. (Starting base salary)
(Position Grade: FSN-8)

LENGTH OF HIRE: Permanent Position

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

The U.S. Agency for International Development (USAID) in Luanda is seeking individuals for the position of Democracy and Governance (DG) Program Assistant to be placed in the General Development Office at USAID.

BASIC FUNCTION OF POSITION

The Program Assistant will contribute to the achievement of the Strategic Objective (SPO) No. 9 “Inclusive Governance Reform Advanced” (DG). Under the supervision of the DG Team Leader, he/she serves as a core member of the DG team. The incumbent is responsible for fulfilling a range of administrative and programmatic responsibilities of broad scope relating to issues of DG. The incumbent has considerable influence on the DG programs in providing administrative and programmatic support in the implementation and monitoring of programs. The incumbent is responsible for developing a thorough understanding and documentation of the program portfolio (that includes the sub-sectors of Rule of Law, Civil Society, and Elections), and for establishing and maintaining a sound administrative and programmatic coordination and working relationship with other sectors, with the public, civil society groups, political parties, private sector and non-governmental organizations working on DG issues in Angola.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 22264125

QUALIFICATIONS REQUIRED

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

1. **REQUIRED EDUCATION:** Completion of secondary school is required. Post-secondary education in the field of political science, international relations, journalism, law, economics, sociology, public administration or equivalent will be an advantage
2. **REQUIRED WORK EXPERIENCE:** Angolan with minimum of 3 years of work and experience in development programs related work.
3. **REQUIRED LANGUAGES:** The ability to effectively communicate in writing and verbally in English and Portuguese highly recommended.
4. **REQUIRED TECHNICAL KNOWLEDGE:** Computer skills involving word processing, excel, spreadsheet and graphics programs required.
5. **OTHER REQUIRED SKILLS/ABILITIES:** Strong and good interpersonal relationship and able to work under pressure; the incumbent must be able to relate well with the DG team, other sectors and in particular the Program Office staff and the Supervisory General Development Officer. Should be able to develop and maintain a range of working contacts and communications in governmental and private sector circles.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

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); or
2. A current resume or curriculum vitae that provides the same information as an OF-612;
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

* 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.

SUBMIT APPLICATION TO

USAID/Angola
Attention: HR Office
Av Presidente Houari Boumediene, No. 32, Luanda
Email: hirusaidangola@usaid.gov

POINT OF CONTACT

Human Resources Office
Attention: Julia Almeida
Telephone: 222641251
FAX: 222641262

CLOSING DATE FOR THIS POSITION: January 29, 2011

The US Mission in Angola 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.

Maureen Yates
HR Officer