



# VACANCY ANNOUNCEMENT

U.S. Embassy Bangui, Central African Republic

Announcement: 05-2016

March 21, 2016

Open to: All citizens of the Central African Republic

Position: Development Program Specialist FSN-11, FP-4

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The U. S. Embassy in Bangui is seeking an individual for the position of **Development Program Specialist**. **The position is located in Bangui, Central African Republic.**

**Opening Date:** Friday, March 21, 2016 at 07:30

**Closing Date:** Monday, April 04, 2016 at 17:00

**Work Hours:** Full time; 40 hours/week

## **BASIC FUNCTION OF POSITION**

Based in Bangui, CAR and under the general supervision of the Regional Program Officer, the incumbent shall serve as an integral member of the Central Africa Regional Operating Unit (CAROU) team, and shall assume primary or alternate management of up to four activities each ranging from \$1.2 million to \$15 (total programming currently equals \$30 million). CAROU is based in USAID/DRC and is responsible for regional programming. The incumbent's portfolio comprises Counter-Lord's Resistance Army (C-LRA) and Central African Republic (CAR) programming, including stabilization and recovery programs to help establish the foundation for durable peace in CAR and the LRA-affected areas of the Democratic Republic of the Congo (DRC). On a regular basis, the incumbent interacts with the other CAROU team members, Embassy Bangui offices, the USAID/DRC Program Office, Financial Management Office, Contracting Office, and other programmatic teams, the U.S. military, donors, government and civil society counterparts. Travel to Kinshasa, DRC will be necessary periodically and the incumbent will be responsible for articulating the USG position and making informed decisions with autonomy.

## **QUALIFICATIONS REQUIRED**

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

- 1. Education:** Master's degree or equivalent in International Relations, Public Administration, Political Science, Conflict Prevention, Law, International Development, or a closely related field.
- 2. Experience:** Five years of work experience in international development, disaster relief, or similar, with an international or governmental organization. Must include at least three years of project/activity management experience.
- 3. Language:** French: IV Verbal/Written. English: IV Verbal/Written.
- 4. Job Knowledge:** Knowledge of international development concepts, principles and activity implementation. Knowledge and experience in peace and stability programming and/or public administration.
- 5. Skills/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 PROCESS**

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a Locally Employed Staff security clearance.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (DS-174) available online or at the Embassy; or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Additional information on how to apply for a position is available at : <http://bangui.usembassy.gov/>

### **Submit Application to:**

Management Officer

P.O. Box 924, U.S. Embassy Bangui, Central African Republic

Or via email at: [BanguiJob@state.gov](mailto:BanguiJob@state.gov)

(Please, indicate the title of the position on the "Subject:" line)

**Point of Contact: Telephone: 2161 0200, Ext 3293**

<b>CLOSING DATE FOR THIS POSITION: Monday, April 04, 2016 at 17:00</b>
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The U.S. Mission in the Central African Republic 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.

## **APPENDIX A – DEFINITIONS**

1. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **APPENDIX B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References