



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 16-010**



OPEN TO: All Interested Candidates/All Sources

POSITION: USAID Program Management Specialist, Youth

OPENING DATE: March 2, 2016

CLOSING DATE: March 18, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: **Ordinarily Resident (OR): FSN-11/1 – BDS\$133,438.00 (Offer will depend on salary history)**

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

The U.S. Mission in Bridgetown, Barbados is seeking eligible and qualified applicants for the position of Program Management Specialist, Youth, in the USAID Section.

BASIC FUNCTION OF POSITION:

The Program Management Specialist will work as part of a 5-person Youth/Citizen Security/Governance team and must have significant project management experience, preferably in areas touching youth, citizen security, and/or governance. The Program Management Specialist will be responsible for managing the Mission's principal \$40 million Youth/Citizen Security Activity and will manage other related supporting activities. Strengths required include sound management, judgment, analytical, people, teamwork, problem-solving and writing skills with an ability to work in a complex, multi-country environment, covering a complex, evolving portfolio aimed at reducing youth crime and violence in the Eastern and Southern Caribbean. As such, s/he must be highly flexible and adaptable. The Program Management Specialist must understand key issues related to citizen security, juvenile justice, and at-risk youth in the Caribbean region and have experience developing and managing projects that yield measurable results.

The Program Management Specialist will conduct technical and policy-level discussions on youth development, citizen security, and governance within the context of the region's development with senior level representatives from the educational and security sector, government entities, donors, regional institutions and the private sector. As a project manager, he/she will be responsible for ensuring that the Mission's major activities in the youth/citizen security/governance sector yield significant, measurable results. To do this, he/she must manage activity implementation through site visits and regular engagement to conduct the programmatic, administrative and financial oversight necessary to ensure that objectives are being met within USAID guidelines and regulations. The incumbent will prepare financial and program documentation, provide inputs to the portfolio review process, and prepare other reports for programs managed, as required. Maintenance of program files, performance monitoring

systems, and problem resolution are implicit management functions that are the responsibility of the incumbent.

The incumbent will have delegated authority and autonomy as necessary given the regional nature of the work and is responsible for all work responsibilities described below that relate to initiatives in the six independent countries of the Organization of Eastern Caribbean States, Barbados, Trinidad and Tobago, Suriname, and Guyana. Autonomy is required due to the geographic dispersion of beneficiaries from each other and from the USAID administration structure. Autonomy is also required because of the breadth of contacts required among high-level regional officials throughout the region. The position requires extensive travel throughout the Caribbean region and at times internationally.

This position, along with the other technical positions in the General Development Office, will receive support from the Program Office as well as the Administrative Office as necessary to function successfully. However, the position does require a level of administrative self-sufficiency.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** S/he shall have a Master's Degree in education, social work, criminal justice, psychology, business administration, international development, international law, social policy, economic development or related subject is required.
- 2. EXPERIENCE:** Five years of progressively responsible experience in project management in areas of international development, education, youth, citizen security, and/or governance coupled with experience in project design, implementation, monitoring and evaluation is required.
- 3. LANGUAGE:** Level IV, fluent written and oral proficiency in English, is required. He/she must be able to communicate effectively with USAID staff at all levels, technical representatives of beneficiary institutions, and the general public. Language requirements include the ability to adjust written and spoken language to target audience (i.e. technical, reporting, public relations, dialogue). Specifically, the incumbent must also be able to communicate effectively and accurately with varying levels within the U.S. Government structure including: representatives of other agencies at Post; the Ambassador; and representatives at the Trinidad and Tobago, Suriname, and Guyana Embassies; USAID-Washington Global and Latin America and the Caribbean Bureau and the equivalent units in the State Department. The incumbent is required to be able to draft professionally prepared briefing documents, including participation in and leading the drafting of certain sections of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a fully professional and competent manner requiring few or no editorial changes.
- 4. SKILLS AND ABILITIES:** The individual must have exceptionally broad-based financial and management information skills and the intellectual ability to be able to identify wide-ranging key program, budgetary and operational issues quickly and propose thoughtful, workable responses to those issues. Must be able to establish, maintain and broaden an extensive range of contacts with senior key officials of government ministries, private voluntary groups, the private sector and other donor agencies; must have wide latitude in exercising his/her responsibilities in planning and executing work assignments, be a skilled communicator, be able to work

under pressure and produce high-quality results quickly, be able to predict issues of concern and interact directly at the highest operational levels of the regional governments. Must have strong analytical, communication, interpersonal and leadership skills; ability to prepare and present factual and interpretative reports covering complex subject matters.

Excellent command of software programs for e-mail, word processing, spreadsheets, databases, and graphics presentations is a highly desirable.

5. JOB KNOWLEDGE: The individual shall have a working knowledge of USAID's systems including; the requirements of a COR/AOR; performance monitoring systems; financial systems to support program implementation; reporting requirements and data/information dissemination procedures. He/she will also be knowledgeable in the various data management systems and tools used by USAID to support its programs. The individual must also demonstrate a good understanding of project decision-making and management principles from conceptualization through to monitoring and evaluation including budgeting and administrative concepts and requirements. As such, the incumbent must be an expert with a thorough knowledge of the concepts, principles, techniques, and practices of project management and community development especially that relate to at-risk youth and crime prevention.

The job holder will be required to have a broad knowledge of key issues related to citizen security, juvenile justice, and at-risk youth in the Caribbean region. S/he therefore must ensure information flow from key sectors, government ministries and donors operating in the region. The individual must also have broad knowledge of issues and factors that place youth at risk and how to mitigate such issues to reduce crime and violence in the region including social programs targeting risk and resilience factors for at-risk youth and strategies for promoting evidence-based decision making on youth crime and violence policy and programming, enhancing approaches to the management of youth in conflict with the law, developing innovative approaches to strengthen basic education, and strengthening community, family and youth resilience to withstand, mitigate and recover from crime and violence.

A thorough knowledge of economic growth issues of the Caribbean is important. Knowledge of policies/regulations and best practices as they relate to youth, citizen security, and governance is required. Good knowledge of U.S. government legislation relating to AID development assistance in the Caribbean is important. Incumbent must also be able to locate reference materials, research and interpret factual data and compile and present it in an appropriate format. Incumbent must be able to compile, assemble and distribute e-documents using word-processing, spreadsheet, and computer graphic technology.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://barbados.usembassy.gov/vacancies2.html> and/or by contacting the Human Resources Office (246) 227-4342.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Non-Sensitive security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (**Form DS-174**), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, language test scores, work and/or residency permits, CSME skills certificate).

WHERE TO APPLY:

Human Resources Office Human Resources Office, Bridgetown, Barbados-
Telephone: (246) 227-4342 or (246) 227-4014.

Mailing Address: U.S. Embassy, Wildey Business Park, Wildey, St. Michael,
Barbados BB,14006

FAX Number: (246) 227-4048

E-mail Address: BridgetownHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent

dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

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USAID EASTERN AND SOUTHERN CARIBBEAN

INTER-AGENCY POST EMPLOYEE DESCRIPTION
PROGRAM MANAGEMENT SPECIALIST (YOUTH)

BASIC FUNCTIONS OF POSITION

The Program Management Specialist will work as part of a 5-person Youth/Citizen Security/Governance team and must have significant project management experience, preferably in areas touching youth, citizen security, and/or governance. The Program Management Specialist will be responsible for managing the Mission's principal \$40 million Youth/Citizen Security Activity and will manage other related supporting activities. Strengths required include sound management, judgment, analytical, people, teamwork, problem-solving and writing skills with an ability to work in a complex, multi-country environment, covering a complex, evolving portfolio aimed at reducing youth crime and violence in the Eastern and Southern Caribbean. As such, s/he must be highly flexible and adaptable. The Program Management Specialist must understand key issues related to citizen security, juvenile justice, and at-risk youth in the Caribbean region and have experience developing and managing projects that yield measurable results.

The Program Management Specialist will conduct technical and policy-level discussions on youth development, citizen security, and governance within the context of the region's development with senior level representatives from the educational and security sector, government entities, donors, regional institutions and the private sector. As a project manager, he/she will be responsible for ensuring that the Mission's major activities in the youth/citizen security/governance sector yield significant, measurable results. To do this, he/she must manage activity implementation through site visits and regular engagement to conduct the programmatic, administrative and financial oversight necessary to ensure that objectives are being met within USAID guidelines and regulations. The incumbent will prepare financial and program documentation, provide inputs to the portfolio review process, and prepare other reports for programs managed, as required. Maintenance of program files, performance monitoring systems, and problem resolution are implicit management functions that are the responsibility of the incumbent.

The incumbent will have delegated authority and autonomy as necessary given the regional nature of the work and is responsible for all work responsibilities described below that relate to initiatives in the six independent countries of the Organization of Eastern Caribbean States, Barbados, Trinidad and Tobago, Suriname, and Guyana. Autonomy is required due to the geographic dispersion of beneficiaries from each other and from the USAID administration structure. Autonomy is also required because of the breadth of contacts required among high-level regional officials throughout the region. The position requires extensive travel throughout the Caribbean region and at times internationally.

This position, along with the other technical positions in the General Development Office, will receive support from the Program Office as well as the Administrative Office as necessary to function successfully. However, the position does require a level of administrative self-sufficiency.

MAJOR DUTIES AND RESPONSIBILITIES

a. Manages USAID's Youth/Citizen Security/Governance activities

60%

Manage and oversee the implementation of the Mission principal \$40 million Youth/Citizen Security activity and manage other related supporting activities related to youth development targeting vulnerable youth in the region. S/he will be responsible for identifying and resolving technical and operational problems, adaptively managing USAID programming to ensure maximum results, preparing policy and program recommendations related to youth/citizen security/governance, and managing institutional and short term technical grantees/contractors, and preparing policy and program recommendations related to youth development.

Activities managed will focus on institutional capacity building aimed at reducing youth crime and violence; strengthening community, family and youth resilience to withstand, mitigate and recover from crime and violence; enhancing approaches to the management of youth in conflict with the law; developing innovative approaches to strengthen basic education; and promoting evidence-based decision making on youth crime and violence policy and programming. Additional programs assignments may also be given.

As a seasoned project manager, the incumbent provides technical and administrative guidance to USAID's team, and all relevant partners, implementing organizations, local activity managers, grantees/subcontractors, donor representatives, and others to achieve program intermediate and strategic results. S/he provides guidance on program design and implementation related issues including potential strategic problems, opportunities, and issues in the region. S/he also advises grantees and contractors regarding financial transactions, procedures and substantive implementation issues. S/he must also prepare Scopes of Work for new technical assistance initiatives and co-operate with other USAID members to assure synergies across all objectives that support the overall strategy.

b. Monitors and evaluates Youth/Citizen Security/Governance activities

25%

The Program Management Specialist will be responsible for ensuring that projects s/he is responsible for yield measurable results. To do this, he/she must manage activity implementation through site visits and regular engagement to conduct the programmatic, administrative and financial oversight necessary to ensure that objectives are being met within USAID guidelines and regulations. S/he must ensure that baseline data and performance targets are established, monitor the progress of all such activities to ensure achievement of results indicated in the Mission's strategic framework, ensure an effective evaluation and learning approach is being applied.

S/he must also prepare technical reports on the results of activities managed and make recommendations on any adjustments or modifications needed to the management and implementation of the activities, including evaluating and reporting on the performance of contractors. S/he must organize evaluations, as needed, focusing on project impact and identification of lessons learned from project implementation as they relate to achieving results. These efforts will include determining the timing of evaluations, writing related Scopes of Work, working with core team members to engage contractors to carry out the work, and applying lessons learned to ongoing implementation activities as well as to new project designs to ensure concrete adjustments are made to work plans and designs that respond to lessons learned to date.

The Program Management Specialist will also monitor implementation and obligation of program funds. He/she will provide relevant analyses and data to the team leader that will feed into the various reporting requirements within USAID. Prepare financial reports, progress reviews, and other documents in accordance with USAID procedures and requirements.

c. Advisor to USAID management and Administrative Functions 15%

Advises USAID management on all aspects of the USAID programming processes, including the effects of policies and priorities in the region, budgetary levels and constraints, Congressional directives and earmarks and multiple funding sources which have a significant bearing on annual funding allocations; make recommendations to the Team Leader for improvements in USAID programming in the region and on other program duties as may be assigned, including maintaining official program files.

S/he will also respond to numerous program budget and operations-related questions from USAID/Latin America and Caribbean Bureau/Washington, the Office of Management and Budget (OMB), and the Department of State.

The Project Management Specialist is responsible for handling many of his/her own administrative requirements as the Mission has limited administrative support staff. In addition, s/he is required to take care of all administrative requirements necessary to ensure smooth implementation of all the activities, s/he manages and to assist the functioning the general development office as required.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

S/he shall have a Master's Degree in education, social work, criminal justice, psychology, business administration, international development, international law, social policy, economic development or related subject is required.

b. Prior Work Experience:

Five years of progressively responsible experience in project management in areas of international development, education, youth, citizen security, and/or governance coupled with experience in project design, implementation, monitoring and evaluation is required.

c. Post Entry Training:

The incumbent will be given training in USAID systems and procedures. This training will be focused on giving the incumbent the skills to be an effective project manager. Trainings will include: 1) Programming Foreign Assistance (PFA), 2) AOR/COR, 3) Project Design and Management, 4) Financial Management, and 5) Monitoring and Evaluation as well as online prerequisites and other trainings deemed necessary.

d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV, fluent written and oral proficiency in English, is required. He/she must be able to communicate effectively with USAID staff at all levels, technical representatives of beneficiary institutions, and the general public. Language requirements include the ability to adjust written

and spoken language to target audience (i.e. technical, reporting, public relations, dialogue). Specifically, the incumbent must also be able to communicate effectively and accurately with varying levels within the U.S. Government structure including: representatives of other agencies at Post; the Ambassador; and representatives at the Trinidad and Tobago, Suriname, and Guyana Embassies; USAID-Washington Global and Latin America and the Caribbean Bureau and the equivalent units in the State Department. The incumbent is required to be able to draft professionally prepared briefing documents, including participation in and leading the drafting of certain sections of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a fully professional and competent manner requiring few or no editorial changes.

e. Job Knowledge:

The individual shall have a working knowledge of USAID's systems including; the requirements of a COR/AOR; performance monitoring systems; financial systems to support program implementation; reporting requirements and data/information dissemination procedures. He/she will also be knowledgeable in the various data management systems and tools used by USAID to support its programs. The individual must also demonstrate a good understanding of project decision-making and management principles from conceptualization through to monitoring and evaluation including budgeting and administrative concepts and requirements. As such, the incumbent must be an expert with a thorough knowledge of the concepts, principles, techniques, and practices of project management and community development especially that relate to at-risk youth and crime prevention.

The job holder will be required to have a broad knowledge of key issues related to citizen security, juvenile justice, and at-risk youth in the Caribbean region. S/he therefore must ensure information flow from key sectors, government ministries and donors operating in the region. The individual must also have broad knowledge of issues and factors that place youth at risk and how to mitigate such issues to reduce crime and violence in the region including social programs targeting risk and resilience factors for at-risk youth and strategies for promoting evidence-based decision making on youth crime and violence policy and programming, enhancing approaches to the management of youth in conflict with the law, developing innovative approaches to strengthen basic education, and strengthening community, family and youth resilience to withstand, mitigate and recover from crime and violence.

A thorough knowledge of economic growth issues of the Caribbean is important. Knowledge of policies/regulations and best practices as they relate to youth, citizen security, and governance is required. Good knowledge of U.S. government legislation relating to AID development assistance in the Caribbean is important. Incumbent must also be able to locate reference materials, research and interpret factual data and compile and present it in an appropriate format. Incumbent must be able to compile, assemble and distribute e-documents using word-processing, spreadsheet, and computer graphic technology.

f. Skills and Abilities:

The individual must have exceptionally broad-based financial and management information skills and the intellectual ability to be able to identify wide-ranging key program, budgetary and operational issues quickly and propose thoughtful, workable responses to those issues. Must be able to establish, maintain and broaden an extensive range of contacts with senior key officials of government ministries, private voluntary groups, the private sector and other donor agencies; must

have wide latitude in exercising his/her responsibilities in planning and executing work assignments, be a skilled communicator, be able to work under pressure and produce high-quality results quickly, be able to predict issues of concern and interact directly at the highest operational levels of the regional governments. Must have strong analytical, communication, interpersonal and leadership skills; ability to prepare and present factual and interpretative reports covering complex subject matters.

Excellent command of software programs for e-mail, word processing, spreadsheets, databases, and graphics presentations is a highly desirable.

POSITION ELEMENTS

a. Supervision Received:

The Program Management Specialist is supervised by the General Development Office Director or his/her designee. The incumbent will work with minimum levels of supervision with the Office director providing a broad outline of objectives to be achieved, and the incumbent exercising considerable decision making on how to achieve the objective. Yearly, the supervisor will establish work objectives and prepare the annual performance evaluation report. The incumbent works independently with latitude in planning and executing work assignments, consulting with the General Development Office Director only when needed on program and policy issues. Work is reviewed for results achieved within policy and priorities.

b. Supervision Exercised:

While the incumbent has no specific supervisory responsibilities, s/he will be asked to serve as team leader of project design and development at times and as such will be required to engender teamwork and support from staff over whom the incumbent will have no formal authority.

c. Available Guidelines:

Incumbent works within USAID policies, regulations and guidelines. He/she manages the youth development programs assigned within the context of the Mission's defined economic growth strategy and must be able to adapt them to the realities of the economies in which the program is implemented.

d. Exercise of Judgment:

Excellent judgment is critical to successful performance by the incumbent and to successful implementation of the Mission's required youth development program. Mission management will rely on the incumbent's judgment and ability to make critical decisions related to the program.

e. Authority to make Commitments:

The incumbent has no independent authority to make resource commitments on behalf of the U.S. Government, USAID, or the General Development office.

f. Nature, Level, and Purpose of Contacts:

The incumbent works with high-level staff (Permanent Secretaries and Financial Secretaries) in various ministries of numerous national governments in the Caribbean, regional institutions

including the OECS Secretariat and the CARICOM Secretariat), other donors (i.e., World Bank, DFID, European Union), leaders of non-governmental organizations (NGOs), and representatives of such private sector groups as Chambers of Commerce and local entrepreneurs.

g. Time Expected to Reach Full Performance Level:

12 months.