

# MANAGEMENT NOTICE

## U.S. Mission - American Embassy Ouagadougou

### USAID VACANCY ANNOUNCEMENT NUMBER: 15-026

NUMBER: 0069/2015

DATE: October 20, 2015

OPEN TO: *All Interested Candidates / All Sources*

POSITION: USAID PROJECT DEVELOPMENT SPECIALIST (PEACE and GOVERNANCE)

OPENING DATE: *October 23, 2015*

CLOSING DATE: *November 09, 2015*

WORK HOURS: *Full-time, 40 hours per week*

SALARY: *\*Ordinarily Resident (OR): Position Grade: FSN-10  
CFA 16,619,061 p.a. (Starting Salary)*

*Not-Ordinarily Resident (NOR): FP-05  
\*Final grade/step for NORs will be determined by Washington.*

Length of Employment: For a period of 18 months.

**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 USAID in *Ouagadougou, Burkina Faso* is seeking eligible and qualified applicants for the position of *USAID Project Development Assistance Specialist (Peace and Governance)*.

#### BASIC FUNCTION OF POSITION

The Peace and Governance Specialist (PGS) is responsible for the management of peace, security and government activities in Burkina Faso as funded by USAID/West Africa and USAID/Burkina Faso. The PGS acts as advisor on project planning and implementation, monitoring and evaluation, financial supervision, and other complex issues.

The PGS serves as a linchpin to a small multidisciplinary team where the members in charge of various programs must support one-another and play interchangeable roles when necessary. S/He must have a working knowledge of the entire Democracy and Governance portfolio, and keeps abreast of developments in all of these programs. The PGS should be familiar with project/program management and have working knowledge of documentation (Task order, cooperative agreement and grant documents, evaluations and field trip reports); as well as work plans and monitoring and evaluation plans for the activities. S/He maintains working relations with the implementing partners, and ensures normal functioning of the USAID governance, democracy and countering violent extremism programs in Burkina Faso in the absence of the designated managers.

The position requires exercise of broad individual judgment in supporting peace and governance priorities, overseeing the management of resources, implementing programs, and coordinating relations with high-level representatives inside and outside of the USG. The peace and governance issues that the PGS will be dealing with are among the top priorities of USG foreign policy in the Sahel region. The environment is highly complex and frequently unpredictable, and the PGS must be flexible and able to provide advice on peace and governance approaches and activities for sometimes rapidly changing circumstances.

## **QUALIFICATIONS REQUIRED**

1. **EDUCATION:** 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. **EXPERIENCE:** Six years of substantive professional work on Countering Violent Extremism (CVE) or democracy and governance issues is required. At least three 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:** Level IV (fluent) in both English and French (Speaking, writing and reading) is required.

Operational, managerial, and strong analytical and working 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, and clear complete formats.

### **English language skills will be tested**

4. **SKILLS AND ABILITIES:** Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Embassy, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment.

Strong computer skills are essential in order to prepare effective, comprehensive reports and for daily work. Excellent knowledge of and experience with Microsoft Office Suite and Google Applications, as well as the ability to conduct internet research and management of other internet resources, is required.

These will be tested.

**5. JOB KNOWLEDGE:** Position requires knowledge and understanding of USAID procedures, regulations, and policies and broad knowledge of the Trans Sahara Counterterrorism Partnership (TSTCP), including an extensive knowledge and understanding of activities and players in the field; and a detailed knowledge of development theory as it relates to international peace and governance promotion. Must be able to obtain, analyze and evaluate complex material; prepare accurate, factual and analytical reports; and provide objective advice. A good understanding of US foreign assistance mechanisms and instruments and excellent interpersonal skills are required.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office on 25495498.

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

**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 pass a local background investigation.
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:**

**A) - Required forms:** Interested applicants for this position must submit the following, or the application will not be considered:

1. **Universal Application for Employment (UAE) (Form DS-174), completed in English which is available** on the Embassy Web site and at S/C.A.C west side entrance of the Embassy)
2. A current resume or curriculum vitae **in English** that provides the same information as a DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

**B) - Required documentation/attachments:** 1). photocopies of attestations/certificates of work, or service, trainings; essays. 2). photocopies of diplomas, degrees, awards earned that address the qualification requirements of the position as listed above.

**Note:**

- Applicants should retain original copies of all documentation which accompanies their applications for their records.
- All applications **must** be submitted in English.
- Applications that are not completed in English will not be considered
- All applications received after the deadline will not be considered.
- All applications **must** be for an open/advertised position.
- Only shortlisted applicants will be contacted.

**IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).**

**SUBMIT APPLICATION TO**

U.S. Embassy Ouagadougou

Attn: Human Resources Office

***Application for USAID Project Development Specialist (Peace and Governance)***

***VA# 026/2015***

01 B.P. 35 Ouagadougou 01, Secteur 15, Ouaga 2000

Avenue Sembene Ousmane, Rue 15.873

E-mail: [HROouaga@state.gov](mailto:HROouaga@state.gov)

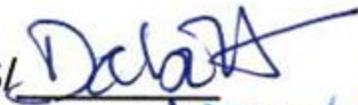
Phone: (226) 25-49-54-98

Burkina Faso

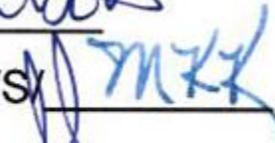
**ALL APPLICATIONS MUST BE RECEIVED AT THE EMBASSY  
NO LATER THAN NOVEMBER 09, 2015 AT 17:00 PM.**

**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.

Drafted by: HRS: Hdabo /S/



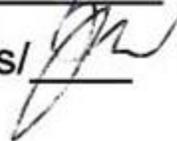
Cleared by: HRO: MKKatterson /S/



Cleared by: USAID: JParys /S/



Approved by: MGMT: JMeeks /s/



## 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.