

# **Employment Opportunities (USAID)**

## **Vacancy Announcement No. USAID 12-03T (Training Level)**

**OPEN TO:** Myanmar Citizens

**POSITION:** A.I.D. Development Assistance Specialist (DAS), FSN-11

**OPENING DATE:** June 19, 2012

**CLOSING DATE:** July 3, 2012

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Rangoon is seeking an individual for the position of A.I.D. Development Assistance Specialist (DAS) in the United States Agency for International Development (USAID)/ Program Development Office (PDO).

### **BASIC FUNCTION OF POSITION:**

The Program DAS carries out six basic functions: 1) program strategic planning and portfolio performance monitoring, evaluation, and results reporting, including building results frameworks, selecting performance indicators, and managing data quality assessment, data collection and results reporting; 2) project development including project designs and approvals; 3) serves as a liaison with key counterparts such as Embassy officials, other donors and key stakeholders on the USAID/Myanmar program; 4) provides backstop support to USAID/Myanmar technical staff, to assure planning and implementation quality and advise on U.S. legislative, regulatory and development best practices; 5) coordinates the production of outreach communications material and prepares USAID/Myanmar briefing material for internal and external audiences including timely releases of progress reports, and lessons learned; and 6) provides budget analysis and budget advisory services to USAID/Myanmar staff and leadership.

### **QUALIFICATIONS REQUIRED:**

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

1. A master's degree in a field relevant to development assistance such as development planning, international development, international business, program development, management economics, business or public administration, social sciences or art such as is required.
2. At least six years of progressively responsible, professional-level experience in designing and managing development assistance programs is required.
3. Level 4 (Fluent) speaking/reading/writing in English and Burmese is required. English proficiency will be tested.
4. An in-depth knowledge of the concepts, principles, techniques, and practices of development assistance and program monitoring and evaluation, a thorough knowledge of relevant Myanmar laws, regulations, development challenges, priorities, opportunities and must possess the ability to analyze qualitative and quantitative data and provide succinct written reports that require minimal editing.
5. Ability to learn/gain knowledge of U.S. legislation on foreign assistance, and USAID rules, policies and procedures and proficiency in applying complex rules and processes to varied situations with a view toward meeting program objectives and the needs of stakeholders are required.
6. The ability to work effectively on multiple tasks under intense time pressure is essential and strong interpersonal skills, initiative, exceptional organizational skills, creativity, flexibility and the ability to work with a range of senior and technical professionals and proficiency with using MS Word, PowerPoint, Excel, the Internet and USAID Intranet, and the presentation of material incorporating effective graphics is critical.

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Eligible age: Between 18 and 60

**TO APPLY:**

Interested applicants must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.
4. Do not attach Photo

**SUBMIT APPLICATION TO:**

Human Resources Office  
U.S. Embassy  
110 University Avenue  
Kamayut Township, Yangon

(Or)

Send by e-mail to [HRORangoon@state.gov](mailto:HRORangoon@state.gov)

**CLOSING DATE FOR THE POSITION: July 3, 2012.**