

Employment Opportunities (USAID)

Vacancy Announcement No. USAID 13-05A

OPEN TO: Myanmar Citizens

POSITION: Project Management Assistant, FSN-9

OPENING DATE: September 25, 2013

CLOSING DATE: October 9, 2013

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Rangoon is seeking an individual for the position of Project Management Assistant in the Office of Health in the United States Agency for International Development (USAID).

BASIC FUNCTION OF POSITION:

Serves as a Project Management Assistant with USAID and provides technical and administrative support in project management and oversight, budgeting, and financial management. The incumbent will oversee USAID monitoring and evaluation systems, and reporting functions including the preparation of reports, briefers, and other required USAID documentation.

The Project Management Assistant will have primary responsibility for data collection, analysis, management and interpretation of results. The incumbent will track and collect project information, assist in financial management and in monitoring and evaluation of programs. The incumbent will also track procurement actions, obligations, performance management indicators, annual reporting; partnerships and leveraging; and communication and outreach activities.

QUALIFICATIONS REQUIRED:

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

1. A bachelors degree in the field of business administration, social science, or a related field is required.
2. Three to five years (5) of professional experience working in an environment where their primary responsibility included budgeting, monitoring and evaluation and/or preparing documents in English (at least two out of the three).
3. Level IV, strong written and oral proficiency in English and Level IV (Native Speaker) in Burmese is required.
4. Must have a thorough knowledge and understanding of accounting practices, terminology, budgeting, reporting, monitoring and evaluation practices to perform the duties assigned to this position successfully.
5. Must have the demonstrated potential to acquire knowledge of U.S. Government legislation: USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of USAID's overall Strategic Objectives and goals.
6. Must demonstrate proficiency in word processing, spreadsheets, databases, presentations and other computer applications (i.e. Microsoft Office, Excel, Power Point, etc.)

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

CLOSING DATE FOR THE POSITION: October 9, 2013.

“This is a re-advertisement of announcement from August 22, 2013. Applications previously received will also be considered”