

# **Employment Opportunities (USAID)**

## **Vacancy Announcement No. USAID 14-04**

**OPEN TO:** Myanmar Citizens

**POSITION:** Project Management Assistant (Health), FSN-9

**OPENING DATE:** June 20, 2014

**CLOSING DATE:** July 18, 2014

**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 (Health) in the Office of Public Health in the United States Agency for International Development (USAID).

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

Serves as the Health Project Management Assistant in the Office of Public Health (OPH), an office which develops Maternal and Child Health and Infectious Disease programs including the President's Malaria Initiative and the President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent provides support and assistance in budgeting and financial management for the office. In addition, the incumbent assists with USAID monitoring and evaluation systems and reporting functions including the preparation of reports, briefers, and other required USAID documentation as requested by the Office Director.

### **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 social science, business administration 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 relating to Child Survival, Humanitarian and Development Assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of USAID's overall Strategic Objectives and HIV/AIDS 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

**CLOSING DATE FOR THE POSITION: July 18, 2014.**