

EMBASSY OF THE UNITED STATES OF AMERICA

RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT: USAID: 14-06T(Training Level)

OPEN TO:	Myanmar Citizens and all interested candidates with permanent residence status
POSITION:	USAID Development Assistance Specialist (Implementing Partner Registration)
OPENING DATE:	September 23, 2014
CLOSING DATE:	October 7, 2014
WORK HOURS:	Full Time (40 hours/week)
SALARY:	Ordinarily Resident (OR): 11,936 US\$ p.a. (Starting salary) (Position Grade: FSN-9)

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

The U.S. Embassy in Rangoon is seeking an individual for the position of USAID Development Assistance Specialist (Implementing Partner Registration) in the Program Development Office in the United States Agency for International Development (USAID).

BASIC FUNCTION OF POSITION

The Implementing Partner (IP) Registration Specialist will work closely with USAID/Burma's program managers and implementation partners to develop Mission-wide systems and procedures for addressing implementation and registration challenges, e.g. in-country travel permits, getting tax exemptions on purchases, and receiving appropriate visas for expatriate staff. Toward that end, the incumbent will foster relationships and liaise regularly with senior officials in the appropriate branches of the Government of Burma (GoB), and facilitate engagement between implementing partners

and the national, regional/state and local authorities. The incumbent must possess strong working knowledge of Government of Burma structure and operations, including its delegations of authorities, policy making process, relationship among the Ministries and national and regional/local authorities.

Note: A copy of the complete position description listing all duties and responsibilities is available at http://burma.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

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

1. Completion of a graduate degree in Legal Studies, Social Sciences, Business Administration, Management, Economics, or related fields is required.
2. At least two years of experience in managing international development programs, demonstrating a keen ability to effectively resolve operational problems and issues. Requirements include experience in the following areas: reviewing international agreements, policies, and legal requirements; disseminating information to a variety of target audiences, via print, broadcast and/or the internet; working with a U.S. Government agency or other international/local organizations or donor groups; and knowledge in working with and navigating GoB/regional/state-level governments to inform and drive operational effectiveness.
3. Level IV, strong written and oral proficiency in English and Burmese is required. English Language proficiency will be tested.
4. Must possess thorough knowledge of Government of Burma priorities, structure and operations, and know how to build trust, inform and influence its officials; knowledge of both international and local NGO's key operational and other implementation challenges; and knowledge and awareness of USG political priorities and sensitivities, including those affecting implementation challenges.
5. Must have strong interpersonal skills, cross-cultural sensitivity, and the ability to work as part of a team and be able to plan, organize, coordinate and implement work from several sources and partners at once, manage the simultaneous delivery of multiple assignments, and able to keep complex processes on schedule.
6. Must demonstrate proficiency in word processing, spreadsheets, databases, presentations and other computer applications (i.e. Microsoft Office, Excel, Power Point, google application, etc.)

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Please state clearly any relative employed by the U.S. government. A false statement in this regards is cause for disqualification.
5. Eligible age: Between 18 and 60.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

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 found on the UAE (see appendix B); or
3. A combination of both; i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

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

CLOSING DATE FOR THIS POSITION: OCTOBER 7, 2014

The U.S. Mission in Rangoon 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.