

EMBASSY OF THE UNITED STATES OF AMERICA

RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT: USAID: 15-01A

- OPEN TO:** Myanmar Citizens and all interested candidates with permanent residence status
- POSITION:** Project Management Specialist (Private Sector Development Specialist)
- OPENING DATE:** September 14, 2014
- CLOSING DATE:** September 28, 2015
- WORK HOURS:** Full Time (40 hours/week)
- SALARY:** Ordinarily Resident (OR): 15,512 US\$ p.a. (Starting salary)
(Position Grade: FSN-10)

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 Project Management Specialist (Private Sector Development Specialist) in the Economic Growth Office in the United States Agency for International Development (USAID).

Join USAID's Economic Growth Team! USAID seeks a local expert on fostering inclusive and sustainable economic growth.

BASIC FUNCTION OF POSITION

S/he will help manage a portfolio of dynamic and high-profile economic growth projects. S/he will also work with the USAID Mission Economist to advise senior Embassy leadership on development in the local political economy and the private sector. This is an excellent opportunity to make a difference and advance your career.

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. Bachelor's degree in economics, business administration, investment, trade, commerce, finance, marketing, international business, or a closely relevant field required.
2. A minimum of 3 years progressively responsible technical/managerial experience in the private sector or government at the professional level with responsibility for the design, management and accountability of investment or business development activities, with experience with technology-related project analysis, project management, monitoring and evaluation.
3. Level IV, strong written and oral proficiency in English and Level IV (Fluent) in Burmese is required. English Language proficiency will be tested.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. Applicants who do not provide evidence that they meet the above minimum qualification requirements will not be evaluated.

A candidate's application will be evaluated in accordance with the selection criteria noted below. Only candidates whose applications are most highly ranked will be asked to take an English Language Proficiency Test and a Written Technical Examination. Only those candidates successfully passing the English proficiency test may be invited to an oral interview.

SELECTION CRITERIA:

1. Oral Interview and Written Technical Examination: 50 points
Candidates will be evaluated on the applicant's ability to respond to questions in English, ability to communicate how his/her professional education and experience meet the selection criteria, and answers to the written technical examination.
2. Knowledge: 25 points
Extensive current knowledge of Burma's economic, political, and social situation; expert knowledge of Burma's development prospects, priorities, and resources, especially as they relate to private sector investment and expansion and are required.
3. Skill and Abilities: 20 points
Must have strong decision making and negotiation skills and be able to maximize the quality, impact, and recognition of USAID's work. Must demonstrate the ability to use advanced information technology for analysis, communication, and reporting; and follow USAID guidance to manage grants.
4. Office Software: 5 points

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; and
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: SEPTEMBER 28, 2015

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.