

EMBASSY OF THE UNITED STATES OF AMERICA

RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT: USAID: 15-01

OPEN TO:	Myanmar Citizens and all interested candidates with permanent residence status
POSITION:	Project Management Specialist (Private Sector Development Specialist)
OPENING DATE:	January 2, 2014
CLOSING DATE:	January 23, 2015
WORK HOURS:	Full Time (40 hours/week)
SALARY:	Ordinarily Resident (OR): 14,617 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).

BASIC FUNCTION OF POSITION

The incumbent is the Mission's senior local professional expert on Burma's private sector, the country's investment climate and opportunities and constraints to rapid and sustained private sector-led development. He/She is the Mission's primary professional responsible for programming, negotiating, and managing economic development programs and is the key advisor to the Economic Growth Office in the field of economic governance and private sector development. The incumbent is the Mission's expert on laws, policies, and regulations that affect private sector competitiveness, including trade and investment policy, price setting, income and employment generation, small-to-medium enterprise (SME) development and integration into multilateral

organizations/initiatives such as the Association of South-East Asian Nations (ASEAN), the Lower Mekong Initiative (LMI), and the World Trade Organization (WTO).

The incumbent also serves as the Contracting Officer's Representative (COR)/Agreement Officer Representative (AOR) for economic growth programs managed by the USAID/Burma EG Office. This role includes, but is not limited to, advising, designing, managing, and evaluating assistance which supports the Mission's economic transition and development objectives.

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.
4. 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.
5. Must have strong decision making and negotiation skills and be able to maximize the quality, impact, and recognition of USAID's work. Use advanced information technology for analysis, communication, and reporting; and follow USAID guidance to manage grants.
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: JANUARY 23, 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.