

EMBASSY OF THE UNITED STATES OF AMERICA

RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: USAID- 16-05

OPEN TO: Myanmar Citizens and all interested candidates with permanent residence status

POSITION: Executive Specialist

OPENING DATE: **March 3, 2016**

CLOSING DATE: **March 17, 2016**

WORK HOURS: Full-time, (40 hours/week)

GRADE LEVEL: FSN-10 \$15,512 per annum (Starting Salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) 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 Executive Specialist in the Executive Office (EXO) in the United States Agency for International Development (USAID).

BASIC FUNCTION OF THE POSITION

The Executive Specialist position is established to serve as alter-ego/deputy Administrative Management Specialist. Incumbent performs the full extent of EXO administrative duties to ensure the successful functioning of USAID in Myanmar, to include management of Procurement, Human Resources, Communications and Records, Information Technology, and fulfillment of General Services from ICASS and direct sources. As alter-ego to the supervisor, the incumbent is responsible for planning and executing administrative management functions of the Executive Office, subject to signatory approval of the Executive Officer or other US Official.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION:

Completion of Bachelor degree, or host country equivalent in Business Administration, Public Administration, Human Resources Management, Science, Social Science or Arts is required.

2. EXPERIENCE: (40 points)

Minimum of 5 years of professional experience in office administration is required. Human Resources, procurement, and/or office management experience with an international organization or Non-Governmental Organization (NGO) is required.

3. LANGUAGE:

Level IV in oral and written English and Burmese are required. Must demonstrate proficiency in typing various correspondences formats such as memoranda, letters, reports and faxes.

4. JOB KNOWLEDGE: (40 points)

- Must have knowledge of office management issues including human resource management, procurement, records and correspondence management, transportation services.
- Must have proficiency in typing various correspondence formats such as memoranda, letters, reports, faxes, emails, spreadsheets as well as standardized documents and forms.
- Must have a thorough understanding of organizational structures specific to administrative management procedures.
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5. SKILLS AND ABILITIES: (20 points)

- Must have exceptional interpersonal skills and the ability to work well with diverse groups with varied interests, including Embassy Rangoon employees, USAID/RDMA employees, Burmese government officials, U.S. government officials, donor agencies in Rangoon and implementing partners.
- Must have the ability to work well in a team environment and demonstrate initiative to work in areas that are not well defined or well established.
- Strong prioritization skill and superb judgment in making decision are required.
- Must have the ability to effectively use Google as well as the Microsoft suite of software applications including Word, Excel, and Power Point is required.
- Must have the ability to draft official correspondence, report and prepare presentations.
- Must have the ability to organize and maintain filing systems, technical documents, and must possess sound judgment is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at (http://burma.usembassy.gov/job_opportunities.html)

SELECTION PROCESS:

Initial Screening: Applications will be initially screened for eligibility in accordance with the minimum requirement of education and experience.

Evaluation: Applications that meet the minimum requirement will be scored and evaluated in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given an English test and a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from English test score of Level 4 (62 out of 80 or above) may be invited for an interview. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates under probationary period must have completed 52 weeks of employment in their current position before being eligible to apply.

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 (UAE) 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); and
3. 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

Or

Via e-mail to HRORangoon@state.gov

CLOSING DATE FOR THIS POSITION: March 17, 2016

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.