

EMBASSY OF THE UNITED STATES OF AMERICA

RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: USAID - 16-07

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

POSITION: Project Management Assistant

OPENING DATE: **March 31, 2016**

CLOSING DATE: **April 28, 2016**

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

GRADE LEVEL: FSN-8 US\$11,457 p.a. (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 Project Management Assistant in the Economic growth Office (EGO) in the United States Agency for International Development (USAID).

BASIC FUNCTION OF THE POSITION

The Project Management Assistant serves in the Economic Growth Office (EGO), with projects that deepen and sustain reforms through good economic governance for private sector led development; and to improve rural incomes through agricultural growth. The Project Management Assistant provides support and assistance to the EGO team in budgeting and financial management, monitoring and evaluation, and the preparation of reports and briefers.

Acting independently, using sound knowledge of programming policies and procedures to meet EGO goals and objectives, the incumbent will be expected to provide programmatic support for the EGO. To this end, the incumbent will maintain current knowledge and information on economic growth and agriculture in Burma. The incumbent shall perform the following functions: a) Budgeting, Procurement Planning and Financial Management b) Monitoring and Evaluation; c) Reporting/Communications; d) Outreach.

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

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: (10 points)

Completion of a bachelor's degree is required.

2. EXPERIENCE: (20 points)

Minimum of three years of professional experience working in an environment where the primary responsibility included budgeting, monitoring and evaluation and preparing documents in English is required.

3. LANGUAGE:

Level IV in oral and written English and Burmese are required.

4. JOB KNOWLEDGE: (30 points)

- A thorough knowledge of budgeting principles and terminology is required.
- An understanding of monitoring and evaluation practices and terminology is required.
- Must have potential to acquire knowledge of development programming policies, regulations, procedures, and documentation; and understanding of the donor budget cycles.

5. SKILLS AND ABILITIES: (40 points)

- Ability to obtain, analyze, and evaluate a variety of data is required.
- Ability to organize and present information in concise written and oral form is required.
- Ability to follow oral instructions, organize, prioritize and follow through on all assignments with minimal oversight is required.
- An ability to compile and report information, both financial and programmatic, to a variety of audiences is required.
- Ability to draft and edit documents, type accurately and focus on details is required.
- Proficiency in using computers and office software such as Microsoft word, Excel, PowerPoint and e-mail is required. Must have exceptional Excel spreadsheet skills in relation to budgeting and financial management and able to effectively learn and use agency specific software related to work area.
- Must have excellent interpersonal skills, be a good team player and a self-starter.

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: Via e-mail to HRORangoon@state.gov

CLOSING DATE FOR THIS POSITION: April 28, 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.