

U.S. Mission

RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: USAID 16-10

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

POSITION: Project Management Specialist (Humanitarian Assistance)

OPENING DATE: May 27, 2016

CLOSING DATE: June 20, 2016

WORK HOURS: Full-time, 40 hours/week

GRADE LEVEL: Starting Salary Range: \$17,482 – 19,230 per year (Grade: FSN-11)

OTHER BENEFITS: **Leave:** 168 hours of annual leave and 104 hours of sick leave per year

Standard Medical Plan: Reimbursement for employee and eligible dependents medical expenses

Annual Maximum: \$3,000 without eligible dependents

\$6,000 with eligible dependents

Separation Benefits (Defined Contribution Plan): Additional 12% of basic salary contributed by U.S. Embassy to a savings account.

Paid out at time of separation.

Note: A complete description of benefits and allowances for Locally Employed Staff is available at this [link](#)

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. Mission in Rangoon is seeking eligible and qualified applicants for the position of Project Management Specialist.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF THE POSITION

The Project Management Specialist (PMS) serves as a technical advisor on local governance, community development and humanitarian issues for the USAID/Burma Mission's Office of Democracy and Governance (ODG). The PMS will provide support for data collection and analysis, advisory, monitoring, management and evaluation aspects within humanitarian, local governance and community development sectors. The jobholder will collaborate and coordinate with colleagues from USAID and US Embassy Rangoon to align diplomacy and assistance efforts. The incumbent will also coordinate with donors, United Nations Agencies and non-governmental organizations (NGOs) and work to develop and manage crucial relationships, maintain up-to-date analysis of the local situation and support USAID's efforts to transparently and accountably deliver humanitarian assistance, as well as community-driven development activities and local governance empowerment approaches.

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: (15 points)

Bachelor's Degree in the field of International Development, Public Policy, Business or Public Administration, Economics, Political Science, Social Science, Liberal Arts or other related disciplines is required.

2. EXPERIENCE: (30 points)

A minimum of five years in the field of humanitarian assistance, community development, and/or local governance is required.

3. LANGUAGE Level IV (Fluent) in oral and written English and Burmese are required. English proficiency will be tested.

4. JOB KNOWLEDGE: (25 points)

- A comprehensive knowledge of the concepts, principles, techniques and practices for implementing development interventions in inclusive community driven development, democracy/governance, and/or humanitarian assistance is required.
- Must have knowledge in development project design, implementation, management and evaluation.

5. SKILLS AND ABILITIES: (30 points)

- Must demonstrate the ability to work under pressure in complex operating environments.
- Must demonstrate professional verbal and written communication skills, and previous experience clearly articulating complex and sensitive subject matter to senior leaders and officials.
- Must demonstrate financial management skills and experience managing project budgets.

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 may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Eligible age: Between 18 and 60.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY: Via e-mail to HRORangoon@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.