

# U.S. Mission

## YANGON

# ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: USAID 16-12A

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

**POSITION:** Project Management Specialist (Rule of Law)

**OPENING DATE:** September 28, 2016

**CLOSING DATE:** October 12, 2016

**WORK HOURS:** Full-time, 40 hours/week

**GRADE LEVEL:** Starting Salary Range: \$19,225 – 21,147 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 provides technical and program management support on rule of law and governance issues for USAID's Democracy and Governance Office. The PMS supports program management, budgeting, financial, and procurement management, monitoring and evaluation, communications, oral and written briefings, within the rule of law and governance sectors.

The PMS will manage projects supporting rule of law, human rights, and governance. As such the PMS serves as technical representative for grants, contracts, and/or cooperative agreements; monitors and evaluates awardee performance; recommends methods for improved performance; develops implementation oversight plans; and performs regular financial tracking and oversight of activities.

## **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 in the field of Law, Social Science or Public Administration is required.

### **2. EXPERIENCE: (25 points)**

A minimum of five years' work experience with a donor agency, United Nations Agency, international or local NGO, U.S. Government Agency or in the legal field is required.

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

### **4. JOB KNOWLEDGE: (35 points)**

- Knowledge of the concepts, principles, techniques and practices for implementing development interventions in the democracy and governance sector is required.
- Knowledge in development project design, implementation, management and evaluation.
- Knowledge of rule of law, human rights, or access to justice programming.

### **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.
- Project Management skills is required.
- Proficiency in Microsoft Office (Word, Excel, Powerpoint) 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](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) and recruitment test 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](mailto: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.