

# EMBASSY OF THE UNITED STATES OF AMERICA

## RANGOON

# ANNOUNCEMENT

**VACANCY ANNOUNCEMENT NUMBER: USAID-16-03**

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

**POSITION:** Project Management Specialist (Private Sector Development Specialist)

**OPENING DATE:** February 11, 2016

**CLOSING DATE:** March 3, 2016

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

**POSITION GRADE:** FSN-10

**SALARY: FSN-9 \$12,671 per annum (Starting salary).** The position is classified at FSN-10 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's qualifications, and at the discretion of USAID, the incumbent may be hired at FSN-9 "development" level for the first year of employment. After one year, promotion to FSN-10 will be subject to successful performance. Promotion to the target FSN-10 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

**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 Specialist (Private Sector Development Specialist) in the Economic Growth Office (EGO) in the United States Agency for International Development (USAID).

### **BASIC FUNCTION OF THE 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. The incumbent is the Mission's primary professional responsible for programming, negotiating, and managing economic development programs and is the key advisor to the EG 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).

## **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:**

Bachelor's degree in economics, business administration, investment, trade, commerce, finance, marketing, international business, or a closely relevant field is required.

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

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. The incumbent must possess strong record of positive interaction with corporate and government leaders and have experience in market and policy analysis related to business decision-making is required.

### **3. LANGUAGE:**

Level IV (fluent) in English language and in Burmese is required.

### **4. JOB KNOWLEDGE: (25 points)**

- Knowledge of Burma's economic, political, and social situation is required.
- Expert knowledge of Burma's development prospects, priorities, and resources, especially as they related to private sector investment and expansion is required.
- Specific knowledge based on practical experience and academic study of private sector activities relevant to Burma is required.
- Knowledge of an experience with Burma's business and investment laws, rules, regulations, and practices is required.

### **5. SKILLS AND ABILITIES: (50 points)**

- Must have strong interpersonal and analytical skills.
- Must be able to communicate effectively, both oral and writing to obtain/transmit information effectively to the Mission Management, High level Government of Burma Officials, Private Sector companies and non-government officials.
- Must have the ability to fully comprehend and quickly frame problems and analyze complex technical, regulatory and financial information needed to make adjustments, plans, and tactics to achieve objectives at the policy or implementation level.
- Must have strong decision making and negotiation skills and be able to maximize the quality, impact, and recognition of USAID's work.
- Ability to use advanced information technology for analysis, communication, and reporting is required.
- Ability to follow USAID guidance to manage grants and contact through design, development, award negotiations, implementation, and closed-out is required.

- Proficiency in Microsoft programs (MS Word, MS Excel) 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) 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](mailto:HRORangoon@state.gov)**

### **CLOSING DATE FOR THIS POSITION: March 3, 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.