

POSITION: PROGRAM MANAGEMENT SPECIALIST

BASIC FUNCTION OF POSITION

Serve as the principal International Narcotics and Law Enforcement (INL) locally-engaged subject matter expert on law enforcement issues and capacity-building in Myanmar. Incumbent will be able to advise post, INL Washington, INL Bangkok, and other relevant USG managers and agencies about the history, development, current status, organization, and personalities concerned with law enforcement issues in Myanmar. He/she will participate in planning, negotiations, implementation, and evaluation of law enforcement capacity-building projects; maintain long-term relationships with Myanmar government officials and NGO representatives from working to senior levels; develop and maintain substantive reports, project plans, and bilateral agreements; ensure that project implementation actions, such as purchase authorizations and contract requests, are prepared in a timely and accurate manner. He/she would manage all logistics related to participation of Burmese officials in USG-funded law enforcement capacity building activities.

MAJOR DUTIES AND RESPONSIBILITIES

Works with relevant Pol/Econ officer, INL Bangkok, and Myanmar counterparts to develop and critique project proposals. Participates in project planning, negotiations, implementation, and evaluation. Provides guidance for negotiations with host government agencies and coordinates with other sections of the US mission. Develops plans for commodity procurement with the assistance of the procurement assistant and provides oversight of the end-use monitoring of commodities program. Manages all logistics related to project activities... **50%**

Once project activities are agreed upon by post, INL Bangkok, INL Washington, and the government of Myanmar, the incumbent is responsible for the preparation and completion of all project related documentation, including bilateral agreements. The incumbent ensures that implementation actions, such as purchase authorizations, and contract requests for commodities and technical services are correctly prepared in a timely manner. ...**10%**

Reviews and monitors ongoing INL-funded projects in order to determine their effectiveness. Ensures effective and efficient use of USG resources and the advisability of continuation, in order to advise relevant USG managers...**25%**

Maintains and expands contact relationships with Myanmar Government officials concerned with law enforcement and criminal justice issues at senior levels..**15%**