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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 091- 2015

September 15, 2015

OPEN TO: All Interested Candidates

POSITION: USAID Project Management Assistant- (1) Good Governance (0011855L) and USAID Project Management Assistant – (2) Rule of Law (0011855P)

OPENING DATE: Tuesday, September 15, 2015

CLOSING DATE: Tuesday, September 29, 2015

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC – 8 Col. \$39,538,411.00 – Col. Ps. \$65,238,379.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

Please pay special attention to the “Language Testing Procedures” portion (5th page) since Applicants must attach language test results to the application in order to be considered.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form (DS-174) no later than the closing date at 4:00 p.m. Eastern Standard Time.

All candidates interested in this vacancy **MUST** use the form DS-174 to apply. Note that no other type of application for employment forms will be accepted.

Please follow this link<<http://photos.state.gov/libraries/colombia/231771/PDFs/NewDS-174Englishpdfversion.pdf>> to open the DS-174 form. The job announcement and application form may also be found on the website <http://bogota.usembassy.gov/hr.html> under New Application Form.

- Once the DS 174 form is filled out please send it via email to BogotaHR@usaid.gov
- Applications can also be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

SUBMIT APPLICATION TO:

American Embassy
c/o **USAID** Human Resources Section
Carrera 45 No. 24B-27 (Post 2)
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development, USAID, is seeking for two individuals for the positions of USAID Project Management Assistant with background on **Good Governance (0011855L)** and USAID Project Management Assistant with background on **Rule of Law (0011855P)** for the Office of Democracy, Human Rights and Governance – DRG.

BASIC FUNCTION OF POSITION

These positions are located in the Office of Democracy, Human Rights, and Governance (DRG) of USAID/Colombia. The USAID Project Management Assistant will provide technical support for the team lead and serve as the administrative support to the Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR), and/or Technical Monitor on one of DRG's sub-sectors: Good Governance and Rule of Law.

The USAID Project Management Assistant's responsibilities will include a full range of project management duties, especially those related to project implementation and performance monitoring of project/s in DRG's portfolio. The USAID Project Management Assistant may also be assigned other administrative project management duties related to other democracy and governance sub-sectors.

H/she will be responsible for coordinating and interacting regularly with mid-level officials of the Government of Colombia (GOC), including the Ministry of Justice, judiciary, Attorney General's Office, National Planning Department, Ministry of the Interior, National Ombudsman's Office, Inspector General's Office, Ministry of Transportation, and departmental and municipal governments. In addition, h/she will coordinate and interact regularly with members of Colombian civil society.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Passion for Mission, 2) Excellence, 3) Integrity, 4) Respect, 5 Empowerment, 6) Inclusion, and 7) Commitment to Learning.

A. Project Management

1. Responsible for a full range of project management duties which includes administrative support for contracts, government-to-government awards, sub-grants, and other potential assistance mechanisms. Ensures that the DRG project/s are fully coordinated with other USAID projects as appropriate to promote more effective and democratic state presence in target regions.
2. Participates in guiding and monitoring the implementation of DRG projects and the development of potential DRG follow-on awards. Evaluates implementation progress, reviews quarterly reports, and tracks and verifies data in the implementing partner's Performance Monitoring Plan and/or Monitoring & Evaluation Plan.
3. Conducts field visits to project sites across Colombia for the purpose of verifying the quality of services provided and monitoring the implementation and progress of project/s. Identifies problems and works with the DRG team and other USAID offices to identify solutions. Prepares trip reports and supplements these with oral briefings to the Director of the DRG Office, the Deputy Director of DRG, and, upon request, to other USAID and US Embassy officials.
4. Tracks performance of project/s against the DRG office's development objectives. Gathers and prepares information for reporting to USAID/Washington and State/Office of Foreign Assistance on a periodic basis. Works with the implementing partners as necessary, to develop and or improve output and impact indicators. In coordination with the Monitoring and Evaluation

assistant, examines effectiveness of fully implemented projects, identifies impact, lessons learned, and implementation problems and solutions.

5. Drafts and modifies project descriptions, processes incremental funding actions, recommends changes to contracts and grants, and handles any other actions related to the management of project implementation. Recommends potential democracy and governance projects that may contribute to the overall development impact of the Office's portfolio.

6. Contributes to internal DRG discussions and drafts documents related to project designs and implementation. Briefs and orients various stakeholders (Department of State, USAID/Washington, GOC, and civil society counterparts) on the goals and status of the office's projects.

B. Policy Analysis & Project Development

1. Conducts analyses of current and proposed GOC policies, from the perspective of strategic US Government (USG) interests. Assists with strategic analyses of national, regional and local policies in Colombia and assesses how they can be better integrated with and reinforce USAID's and the broader USG Country Team's objectives and goals. S/He assists the DRG office with the development of appropriate USAID and Embassy policies.

C. Reporting, Monitoring, and Other Duties

1. Drafts correspondence pertaining to their area of responsibility or other DRG projects as required.

2. Assists with the development of briefings for USAID Mission management, Embassy staff, and other relevant stakeholders (e.g. Congressional and Congressional staffer delegations, temporary duty staff from Washington, and representatives from non-governmental organizations.)

3. Monitors the impact of other donor support that align with USAID projects.

4. Coordinates with DRG's monitoring and evaluation specialist to report monthly and on an ad hoc basis on DRG project indicators.

5. Responds to frequent requests for updates on projects, as well as less frequent requests related to other DRG projects.

6. Performs other duties, as necessary, to monitor the achievement of DRG project results

D. External Relations

1. Coordinates and interacts, as needed, with mid-level counterparts of the GOC, oversight institutions of the Colombian State, and Colombian and international civil society to ensure a well-coordinated, complementary approach within the range of DRG projects.

2. Develops and maintains close and effective working relationships with mid-level officials and staff of other USG agencies in the Embassy, such as the State Department Political and Public Affairs Sections, as well as non-USG institutions including, but not limited to, other donor countries, the Organization of American States, the European Union, and bilateral aid agencies on matters involving DRG projects.

Performs other duties as assigned.

REQUIRED QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

Education: A Bachelor's degree in law, international relations, human rights, political science, development studies, law, history, sociology, anthropology, economics, criminology, or public policy is required.

Prior Work Experience: A minimum of three years of successful work in Rule of Law and Good Governance development is required.

Post Entry Training: S/He will receive job related training necessary for project management, including training in agency operational and database systems. Training on USAID administrative procedures and automated systems, GLAAS, Phoenix, and E2. In addition, s/he may receive specialized training.

Language Proficiency: Level IV (fluent) English ability and equivalent in Spanish for written and oral communication required.

Job Knowledge: General knowledge of DRG related issues in international, Latin American, and Colombian contexts. General understanding of the Colombian armed conflict and transitional justice. General understanding of U.S. foreign/national security policy implications for development assistance; ability to learn and implement USAID programming policies, regulations, reporting, procedures and documentation. Knowledge and understanding of the economic, political, social and cultural structure, and development prospects and priorities in Colombia.

Skills and Abilities: The position requires strong communication (written and oral), interpersonal and teamwork skills, as well as the ability to work independently, with minimal guidance, outstanding organizational and analytical skills. Ability to obtain, analyze, organize, and interpret data and present findings in oral and written form. Ability to prepare complete and accurate reports, and to develop and present ad-hoc briefings. Demonstrated ability to develop and maintain working level contacts in the host government, especially in Ministries concerned with projects related to DRG's strategy. Skill in the operation of computers and software applications used in USAID; GLAAS, Phoenix, Excel, PowerPoint, and other database and web-based software, and word processing programs such as Microsoft Word.

POSITION ELEMENTS

Supervision Received: The PMA reports directly to the USAID Project Management Specialist/COR/AOR. The incumbent is under the general supervision of the DRG Office Chief and Deputy Office Chief. S/He must be able to perform their duties with minimal day-to-day supervision. The USAID PMA must perform duties with basic direction from his/her direct supervisors.

Supervision Exercised: This is a non-supervisory position.

Available Guidelines: Guidelines for project design, development and implementation duties area in the form of the USAID ADS system. Formal guidelines are not available for the other duty areas. Guidance will be provided by the Project Managers, but generally on an ad hoc basis. The USAID Project Management Assistant must be able to perform their duties consistently strong in the absence of explicit guidance.

Exercise of Judgment: The PMA is expected to consistently exercise high quality judgment, but in most cases, s/he will be expected to consult with their direct supervisors, or office management before taking actions or making recommendations to USAID Mission Management.

Authority to Make Commitments: Incumbent has no authority to commit the U.S. Government/USAID.

Nature, Level and Purpose of Contacts: Contacts required by the position include: (1) mid-level USAID officials, including Office Directors and staff personnel of the Colombia Desk or technical

offices in Washington; (2) mid-level Embassy officials, including Foreign Service Officers of the Political, Economic, and Public Affairs Sections of the State Department and other mid-level USG representatives; (3) mid-level officials in the GOC and the oversight institutions of the Colombian State; (4) representatives of international and Colombian non-governmental organizations; (5) mid-level officials from other international donor institutions, and (6) representatives of DRG's implementing partners. In the case of the last group, the purpose of the contacts will be to provide project direction and guidance, while contacts with other donors will be to explain USAID's DRG projects and to assist in gaining support and collaboration. In all cases, the Project Management Assistant will be expected to initiate and sustain contacts with little oversight from his/her supervisor.

Time Required to Perform Full Range of Duties: One year.

SELECTION CRITERIA

- 1. Education (15%):** A Bachelor's degree in law, international relations, human rights, political science, development studies, law, history, sociology, anthropology, economics, criminology, or public policy is required.
- 2. Prior Work Experience (40%):** A minimum of three years of successful work in Rule of Law and Good Governance development is required.
- 3. Evidence of strong English/Spanish writing and oral skills proficiency (10%):** Level IV (fluent) English ability and equivalent in Spanish for written and oral communication required.
- 4. Knowledge, Skills, and Abilities (35%): Job Knowledge:** General knowledge of DRG related issues in international, Latin American, and Colombian contexts. General understanding of the Colombian armed conflict and transitional justice. General understanding of U.S. foreign/national security policy implications for development assistance; ability to learn and implement USAID programming policies, regulations, reporting, procedures and documentation. Knowledge and understanding of the economic, political, social and cultural structure, and development prospects and priorities in Colombia.

The position requires strong communication (written and oral), interpersonal and teamwork skills, as well as the ability to work independently, with minimal guidance, outstanding organizational and analytical skills. Ability to obtain, analyze, organize, and interpret data and present findings in oral and written form. Ability to prepare complete and accurate reports, and to develop and present ad-hoc briefings. Demonstrated ability to develop and maintain working level contacts in the host government, especially in Ministries concerned with projects related to DRG's strategy. Skill in the operation of computers and software applications used in USAID; GLAAS, Phoenix, Excel, PowerPoint, and other database and web-based software, and word processing programs such as Microsoft Word.

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.

****LANGUAGE REQUIREMENT (Please note NEW language test instructions below).**

Primary Language: In order to meet the language requirement, all applicants **MUST** indicate in their application or in a cover letter their primary or native language. **A language test will not be conducted in the applicant's native language unless requested by the selecting office.**

Secondary Language(s): When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the

applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants are required to prove proficiency in any other language listed in the Vacancy Announcement that is not indicated by the applicant as the primary language.

LANGUAGE TESTING PROCEDURES

Most of the positions at the Embassy require specific levels of both Spanish and or English.

For recruitment purposes, the United States Mission Colombia will only accept the language tests as follows:

English

Test administered by AVANTI Language School SAS, and those formerly applied by In Other Words S.A. (TOEIC) and First Class English institutes.

Spanish

Test administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and those formerly applied by Torres Advanced Enterprise Solutions institute.

Applicants who have completed a University Degree in the United States or any other English speaking country will be exempt from taking the English Test.

Current Embassy employee applicants that have a valid (within 5 years) language score on file that meets the requirement are not required to provide a new test result. Applicants who are currently working in a position at the Embassy that require the same level of English will be exempt from taking the English Test.

For applicants who have previous work experience at other U.S. Embassies, the language level required for the position performed at that post will be confirmed by the U.S. Embassy Bogota / Human Resources Office and applicants would be exempt from taking the Language Test.

Language test results are valid for five years.

If applicants do not have a valid language score from one of the above mentioned Language Institutes, they may contact the following Institute to be tested in English and/or Spanish as required:

Avanti Language School: Cra. 21 # 87 – 24 Polo Club, Bogota, Colombia. Applicants must request a language test by writing to academic@avantilanguageschool.com. For further information please contact PBX: 634-6637 or mobile 321 463 6470. **Cost of language test is the applicant's responsibility.**

****Failure to include the required language testing scores will result in the applicant being deemed ineligible for the position.**

*****APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY TUESDAY, SEPTEMBER 29, 2015 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.*****

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

**USAID handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.**