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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No.106-2011

Job vacancy

December 2, 2011

OPEN TO: All Colombian Citizens

POSITION: Development Assistance Specialist – Office of Democracy and Human Rights (001855G)

OPENING DATE: Friday, December 2, 2011

CLOSING DATE: Friday, December 16, 2011

WORK HOURS: Full time; 40 hours/week

SALARY: This position can be hired at a full performance level (LCP/FSNPSC- 12 Col. \$124,053,742.00 – Col. \$204,688,678.00) or developmental levels (LCP/FSNPSC – 11 Col. \$87,860,886.00 – Col. \$144,970,458.00) or LCP/FSNPSC – 10 Col. \$70,710,280.00 – Col. \$116,671,960.00)

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

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under “Recursos Humanos-Vacantes”. The form may be requested via e-mail at: BogotaHR@usaid.gov

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B-27
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 is seeking an individual for the position of Development Assistance Specialist, for the Office of Democracy and Human Rights (DHR).

BASIC FUNCTION OF POSITION

This position is located in the Office of Democracy and Human Rights, USAID/ Colombia, Bogotá. The purpose of this position is to serve as the primary Foreign Service National (FSN) project manager and advisor on human rights matters in the Mission. Designs, manages and oversees the implementation of human rights projects, activities, and grants in the following areas: 1) Promoting a culture of human rights; 2) Prevention of human rights violations; and 3) Response to human rights violations.

Drafts and presents briefings; drafts and reviews project documentation; and monitors, evaluates and reports on the implementation of Human Rights Program initiatives. Reads reports on project activities, performs technical analysis and makes recommendations on the work plan of the implementing contractor or grantees. Drafts thought pieces, concept papers, and strategies, and organizes sessions with the GOC and civil society aimed at gathering inputs as well as jointly analyzing issues and legal frameworks.

Works collaboratively with the Office of the Vice-President, various Government of Colombia (GOC) ministries, the Colombian Human Rights Ombudsman (Defensoria), the Colombian Inspector General (Procuraduria), a range of national and local level NGOs, universities and other host country entities to coordinate efforts and oversee the implementation of contract and grant activities.

Responsible for adapting program activities in a fluid and evolving human rights and political environment and implementing changes to projects, activities, and grants on an ongoing basis. For example, responsible for managing changes resulting from shifting GOC or Mission policy priorities or operational changes that may affect the Mission's human rights projects. Responsible for identifying ways in which existing policies may be adapted to better accommodate current Mission and project needs.

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. Customer

Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

A. Manage Human Rights Program:

1. Develops, manages and implements the Human Rights portion of the Democracy and Human Rights Assistance Objective and attendant activities from inception to closeout and evaluation. Designs, manages and oversees the implementation, through a major contractor, the United Nations, U.S. and Colombian universities, and local non-governmental organizations (NGOs), of the USAID Human Rights Program, which has three major components: culture, prevention, and response. Participates in guiding, developing and monitoring the work plan for the contractor and the grantees that carry out program activities. Evaluates implementation progress and prepares periodic reports for submission to USAID/Washington.

2. Makes field visits to activity sites for the purpose of monitoring the implementation and progress of Human Rights Program activities. Identifies problems and offers solutions, reporting to the Deputy Director of the Democracy and Human Rights Office with recommendations. Prepares trip reports and supplements these with oral briefings to the Deputy Director of the Democracy and Human Rights Office, the Assistance Objective Team Leader, and on request to other Mission officials.

3. Serves as the Mission's main human rights resource specialist, developing and maintaining contacts with key government officials and NGOs. Reviews factual reports on activities/developments affecting or supporting the Human Rights Program; reviews periodic and special democracy development reports; and serves as the Mission's Human Rights Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR).

4. Prepares input for the annual Performance and Progress Report (PPR) and tracks performance against the DHR Assistance Objective. Develops output and impact indicators. Evaluates fully implemented Democracy activities focusing on impact, lessons learned, areas of problems and how these problems have been overcome.

5. Prepares and reviews Global Acquisition and Assistance System (GLAAS) requisitions recommends changes.

6. Contributes to drafting Mission human rights activity designs. Orients consultations that need to be held with different Government of Colombia (GOC) and NGO counterparts.

B. Support Human Rights Activities relevant to USAID and GOC.

The Human Rights Program has three overarching components: (1) promotion of a culture of human rights, (2) prevention of human rights violations, and (3) adequate and effective response to human rights violations.

1. Culture Component - USAID/Colombia will consolidate human rights education and promotion into a single component fostering broader knowledge and understanding of human rights. The objective is to embed a culture of acceptance and respect for human rights and human rights defenders into formal, informal, and non-formal educational systems, critical institutions, and other public fora. Effecting cultural change that will shape future generations is a critical underpinning for all other human rights goals. Another main objective will be to counter

widespread negative perceptions or stigmatization of human rights defenders and elevate the status and expectations of human rights policies and practices, both in civil society generally, as well as within GOC and oversight/control institutions. This strategy will focus in particular on broadening and deepening the understanding and inculcation of human rights in key actors and institutions, especially at the departmental and municipal levels.

2. Prevention Component - Prevention of human rights violations has been a core element of USAID's human rights programming since its inception, and this will continue under the current phase. In the first phase of the Human Rights Program (2001-2005), USAID assistance focused on GOC and State entities, while the second phase (2006-2011) added and elevated the status of civil society as an equal partner in prevention efforts. In the current phase, USAID will continue support to all three key actors, but the primary objective will be to generate better local impacts through promotion of national policies and implementation at the local level; this will be accomplished by strengthening and refining systems, structures, and institutions. USAID will assist GOC and State authorities to improve mechanisms to protect citizens from the threat of human rights violations, and will support independent oversight entities and civil society organizations to participate in the design, implementation, monitoring, and enforcement of policies and mechanisms.

USAID will also increase government authorities' understanding of the specific risks faced by certain populations and enable them to fulfill their obligations to provide for their protection. Toward that end, USAID aims to support the development and implementation of a differentiated approach, consistent with Constitutional Court mandates, in the context of prevention. Gender will be a particular focus for this component, and activities may include projects confronting issues of domestic and sexual violence.

3. Response Component - Once a human rights violation is alleged to have occurred, victims are entitled to a serious and professional investigation, appropriate punishment of perpetrators, and adequate reparation for damages. Although the judicial and administrative mechanisms of judgment and reparation for human rights violations falls within the purview of various USAID and USG programs, this phase of the Human Rights Program will complement and contribute to this broader effort by supporting activities to promote full and effective performance and participation by the GOC, the Public Ministry and civil society. The second phase of the Human Rights Program worked considerably with victims' organizations and institutions at the national level; the current phase will expand coordination and extend regional focus. Under this component, USAID will support the fulfilment of constitutional mandates and requirements concerning investigation, sanction, reparations, and guarantees of non-repetition. Differentiated approaches will be important considerations guiding the design of activities under this component.

4. For all project activities;
- Supports the design of activities; provides advice on the preferred direction
 - Oversees implementation
 - Participates and guides the development of work plans and monitors their implementation
 - Reads about and analyzes all human rights projects and their implementation.
 - Performs technical analysis and makes recommendations.
 - Makes frequent visits to activity sites.
 - Reports problems and recommends actions where indicated to the Democratic Governance officer.

5. Draws conclusions on lessons learned, reviews studies, makes recommendations on objectives and targets of opportunity for Mission's strategic plan in the human rights sector. Designs indicators for and evaluates project implementation. Contributes to the design of all relevant human rights activities, in close coordination with the GOC.

C. Maintain Links with GOC Counterparts.

- Meets with the Vice-President, and more often with his closest officials to get input, coordinate and monitor cooperation.
- Meets with the Human Rights Ombudsman and delegate ombudsmen to review the implementation of the various programs; works permanently with staff of the Office of the Ombudsman in the coordination of day-to-day activities.
- Meets at least once a month with the Inspector General's directors and every two or three months with the Inspector General and the Vice Inspector General to direct activities and review the implementation of the different USAID-funded projects within the Inspector General's Office.
- Meets at least once a month with the Vice-Minister of the Interior to direct activities and review the implementation of the Protection Program. The meeting with the Minister of Interior could vary from three to six months.

Briefs Democracy Office Director and Deputy Director orally on activities, progress made and problems encountered, and senior Mission management on Human Rights policy. Is called upon by GOC officials to provide information on USAID policies and programs, rationale for proposed actions or initiatives, etc.

D. Office Administration.

- Drafts correspondence (material or electronic) pertaining to the project for the COTR's and Democracy and Human Rights Office Director's signature.
- Drafts correspondence that are channelled throughout the Embassy competent section
- Develops briefings and briefs Mission management and VIP visitors on the HR program.
- Contributes to the human rights section of the State Department Annual Human Rights Report (close relationship with the political and economic section)
- Updates the progress on the Labor Action Plan every two-weeks that highlights advances on the Protection Program.
- Coordinates and support various human rights evaluations.
- Responds daily to programs requests
- Performs other miscellaneous related duties as assigned (example, doing photocopies, answering telephone inquiries, offering information about the program, etc.).

REQUIRED QUALIFICATIONS:

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

A. Education:

A Bachelor's degree in Law, International Relations, Political Science, Public Policy, Public Administration, Development Studies, or Communications is required. A graduate and master's degree in a field related to human rights is preferred.

B. Prior Work Experience:

- From five to seven years of progressively responsible experience is required in the area of human rights, public policy, political science, law, development program management, non-governmental organization (NGO) management, or international relations is required with substantial background in issues related to prevention of human rights abuses, protection of human rights workers, institutional strengthening, policy development.
- Experience in project management, development and monitoring of indicators, design and implementation, and/or other development assistance related fields is required, at least two years of which should be with an international non-governmental organization (NGO), an international organization, foreign embassy, or international cooperation agency, is highly desirable.

C. Post Entry Training:

- Appropriate training courses for COTRs/AOTRs
- Financial management course for COTRs/AOTRs
- PAL (Planning-achieving and Learning)
- Participation in job-related seminars, workshops and development studies programs organized by USAID.
- Appropriate modules of the Leadership and Program Operations Training Initiative such as Managing for Results, Organization and Operations, Team Skills, etc.;
- Training in agency database systems and in other special areas related to duties when available.

D. Language Proficiency:

Level IV (fluent) English ability and equivalent in Spanish is required.

E. Knowledge:

- A thorough understanding of the policies of the U.S. or other countries relating to international development assistance, human rights laws and policies, and International Humanitarian Law.
- Must have a thorough knowledge of Colombia, especially related to human rights programs and policies, GOC organizational structure and functions, and economic, political, social and cultural characteristics, development prospects and priorities.

F. Abilities and Skills:

- Must have the ability to establish and maintain contacts with high- and mid-level officials of the GOC, with the international community and with key persons in the NGO community and civil society.
- Ability to communicate project objectives both to Colombian and US officials.
- Ability to obtain, analyze and evaluate a variety of complex data relevant to Colombia political and development contexts.
- Ability to plan, develop, manage and evaluate important programs/projects, especially in the democracy field.

- Must have the ability to learn USAID programming policies, regulations, procedures and documentation; and objectives, methodology and status of democracy projects.
- Must be able to communicate fluently in both English and Spanish and to present findings and recommendations effectively in written and oral forms in both languages.

POSITION ELEMENTS

a. Supervision Received:

Position is supervised by the Deputy Office Director or the Human Rights Unit Leader in the Office of Democracy and Human Rights, both are US citizen direct hire (USDH) Foreign Service Officers, who assigns work primarily on a long-term, results-desired basis. In consultation with supervisor, incumbent plans own work and establishes priorities. May receive special assignments also from the DHR Office Chief, Mission Director or Deputy Mission Director.

b. Available Guidelines:

USAID regulations, including the ADS, the AIDAR, implementation and/or reporting requirements, international human rights and humanitarian law; host country laws and Mission Orders.

c. Exercise of Judgment:

Sound professional judgment is required in advising USAID Democracy & Human Rights Officer, Mission senior officers, GOC officials, NGOs and the public sector on program activity development and implementation procedures.

d. Authority to Make Commitments:

Within the context of the field of responsibility and (with the approval of the direct supervisor for some issues) may make technical commitments; and may initiate discussions that lead to financial commitments. No direct financial commitments of U.S. public funding are authorized.

e. Nature, Level and Purpose of Contacts:

Contacts are maintained with all levels of Mission personnel to advise and develop strategies for the Human Rights Program and attendant activities. Contacts are with the Vice-President and his direct officials, the Inspector General and his direct officials (directors of several areas; prevention; disciplinary, etc.) Minister of Interior, Vice-Minister of the Interior, the National Human Rights Ombudsman, Director of the Protection Program, NGOs, the Early Warning System Office head and staff and other key officials of the GOC and local governmental entities. Contacts with the human rights representatives of the international community (UNHCHR, Spain, Switzerland, Sweden, UK, Canada, etc.). Contacts are both formal and informal, to obtain and provide information. The purpose of most contacts is to exchange information and formulate plans and strategies. Constant contact is maintained with the implementing contractor for monitoring and evaluation purposes. High-level contacts are also maintained with other international organizations in order to stay aware of their programs and to analyze the performance of their activities in relation to this element of the Assistance Objective.

f. Supervision Exercised:

Exercises the equivalent of supervisory control over the implementing contractor or grantee in their relations with Colombian entities; oversees and monitors their efforts to implement the design of project activities; reviews and evaluates the work produced. Also supervises and guides the work of the human rights assistant.

g. Time Required to Perform Full Range of Duties:

Twelve months

SELECTION CRITERIA

40 points: Demonstrated work experience in project management, development and monitoring indicators. Progressively responsible experience is required in the area of human rights, public policy, political science, law, development program management, non-governmental organization (NGO) management, or international relations is required.

35 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills. Demonstrated ability to analyze complex information and prepare succinct, professional quality analytical pieces and make oral presentations.

15 points: Evidence of strong English/Spanish skills.

10 points: Strong technical education background in the field of law, international relations, political science, public policy, public administration, development studies, or communications, is required.

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.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY FRIDAY, DECEMBER 16, 2011 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.