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**UNITED STATES MISSION - BOGOTA**  
**VACANCY ANNOUNCEMENT**

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No. 119-2012

Job Vacancy

November 7, 2012

**OPEN TO:** All Interested Candidates

**POSITION:** **USAID Project Management Assistant – Afro-Colombian Issues**  
Office of Vulnerable Populations (0011857N)

**OPENING DATE:** Wednesday, November 7, 2012

**CLOSING DATE:** Wednesday, November 21, 2012

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** (LCP/FSNPSC – 9 Col. \$54,010,864.00 – Col. \$89,117,920.00)

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

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of **USAID Project Management Assistant – Afro-Colombian Issues** for the Office of Vulnerable Populations.

**TO APPLY**

- If you meet all the requirements for this position, please submit the Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: [BogotaHR@usaid.gov](mailto:BogotaHR@usaid.gov) or [BogotaHRApplicationForm@state.gov](mailto:BogotaHRApplicationForm@state.gov)
- Applicants may attach copies of any other documentation (e.g. cover letter, essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should 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.**

## **BASIC FUNCTION OF POSITION**

This position resides in the Office of Vulnerable Populations (OVP) of the USAID/ Colombia Mission in Bogotá. The Project Management Assistant's responsibilities will include being the Contractor/Agreement Officer's Representative managing a yearly portfolio of approximately US\$2 million, that includes the Afro-Colombian Leadership and Scholarship Program, the Martin Luther King Program, and supporting the implementation of the Afro-Colombian and Indigenous Program (ACIP), working with up to two Chiefs of Party. S/he may also manage related activities involving ethnic minorities, in particular, those related to Afro-Colombian communities.

S/he will be responsible for coordinating and interacting regularly with mid to high-level officials of the Government of Colombia (GOC), including the Ministry of the Interior, the Presidential Program for Afro-Colombians, the National Planning Department (DNP), Afro-Colombian leaders and authorities of Afro-Colombian territories in Colombia.

The position serves as a Foreign Service National (FSN) advisor to the Ethnic Minorities Team Leader, the OVP Director, and to Mission senior management, on Afro-Colombian communities, community-based institutional strengthening, and broad-based development for Afro-Colombian and other ethnic minorities in Colombia. Other Mission initiatives related to or centered on cross-cutting issues involving Afro-Colombian communities may also be part of the position's core responsibilities. The position requires travel to activity sites (including but not limited to Medellín, Cartagena, Santa Marta, Barranquilla, and Quibdó) to assess, coordinate, monitor and evaluate progress, and identify and resolve problems in activities related to Afro-Colombian communities. Of particular attention will be to employment rates of Afro-Colombians and possible private-sector led alliances.

## **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.

### **Project Management and Oversight:**

- The incumbent is responsible for providing project management and oversight to a number of social and economic development activities, including the Afro-Colombian Leadership and Scholarship Program, the Martin Luther King Program and the Afro-Colombian and Indigenous Program, in order to ensure the achievement of both lower- and higher-level results. S/he works to ensure that all team members and partners fully understand the programs' objectives and works in a coordinated fashion to achieve results.
- Prepares periodic reports and updates on project activities, impediments to implementation and progress towards the achievement of results for Senior Mission Management, the Ethnic Minorities Team Leader and the OVP Director. Prepares and negotiates the clearance of project documentation related to procurement, contracting and grants. Develops and monitors budgets related to project activities. As appropriate, reviews and approves work plans with counterparts.
- Participates in guiding and monitoring the implementation of approved work plans of the ACIP, MLK, and Scholarship programs to carry out USAID-funded activities. Evaluates implementation progress, reviews quarterly reports, and tracks and verifies data in the implementing partners' Performance Management Plan (PMP) or Monitoring and Evaluation Plan.
- Coordinates with core and expanded team members and partners to ensure complementary implementation of activities focusing Afro-Colombians, with other Mission teams and supporting offices.
- Prepares internal Mission program management documentation, such as procurement documents, Implementation Letters, general correspondence, Action Memoranda, and Statements of Work related to Afro-Colombian communities.

- Coordinates with Mission Environmental Officer to ensure that Afro-Colombian activities meet USAID Environmental guidelines and considerations are properly fulfilled.
- Conducts monitoring and evaluation site visits to ensure that program implementation is on track and results are being achieved. Identifies problems and works with Team staff to offer solutions. Provides positive and constructive feedback to grantees and contractors. Documents findings and makes recommendations for program modifications as necessary. Prepares trip reports and supplements these with oral briefings to USAID Mission management including the Team Leader, the Director of OVP, and upon request, to other USAID and US Embassy officials.
- Tracks performance against the objectives of the Team's activities, as requested. Prepares inputs for reporting to USAID/Washington and State on a periodic basis. Works with the implementing partners of the Ethnic Minorities Team and other OVP implementing partners as necessary, to develop and or improve output and impact indicators related to Afro-Colombian communities. Evaluates fully implemented activities to identify impact, lessons learned, and implementation problems and solutions.

#### Managing Afro-Colombian Issues and Results Reporting:

- Provides analysis and advice to the US Ambassador, Country Team, USAID Mission Director, other high-level counterparts, and USAID staff on Afro-Colombian issues. Makes recommendations on programmatic and administrative actions related to Afro-Colombians within the Embassy community.
- As appropriate, serves as a liaison/direct point-of-contact with Afro-Colombian leaders and communities throughout Colombia.
- Serves as the Mission's coordinator for Afro-Colombian issues in order to ensure that the needs of Afro-Colombians, including women and children, and Afro-Colombian organizations are taken into account during program design, implementation, and evaluation, so that USAID's strategic goals for Afro-Colombians are ultimately achieved.
- Gathers, aggregates, and analyzes data related to Afro-Colombian initiatives in order to demonstrate concrete achievement of results.
- Prepares reporting documents on Afro-Colombian issues for a wide variety of audiences.
- Conducts consultations with stakeholders and tracks legislative or other policy developments in the areas of Afro-Colombian communities and other ethnic minorities.

#### Communications, Outreach, and External Relationships:

- Represents the Mission in relations with other donors, Public International Organizations (PIOs) and Non-Governmental Organizations (NGOs) in Afro-Colombian affairs.
- Prepares speeches, program briefers, and talking points for Mission Management and others for outreach events and site visits.
- Serves as site officer for outreach events and site visits, as appropriate.
- Develops and maintains close and effective working relationships with mid to high-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, and bilateral aid agencies on matters involving Afro-Colombian communities and other ethnic minorities.

#### Other:

- Performs all other duties necessary for the achievement of the results under OVP as required.

## REQUIRED QUALIFICATIONS:

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

**A. Education:** Bachelor's degree is required in political science, international relations, law and public policy.

**B. Prior Work Experience:** Minimum of five years' experience in political science, international relations, law and public policy and at least three years' experience working with Afro-Colombian communities is required.

**D. Language Proficiency:** Fluent Spanish language ability is required.

Written and spoken English skills will be flexible for this position. US Government 3/3 level is the starting minimum required. A written test will be given to ascertain language level as well as a written exam to ascertain writing ability.

**E. Knowledge:** Practical or academic knowledge of international relief and development, especially assistance to vulnerable people or ethnic minorities is required. Current knowledge of political, social, and economic conditions on Afro-Colombians is required.

**F. Abilities and Skills:** Candidate must demonstrate strong communication and interpersonal skills; leadership and commitment to ethnic minority issues, especially Afro-Colombians. (To be determined through personal interview and reference checks).

Excellent organizational and analytical skills. Proven ability to work independently with minimal supervision or guidance is required. Operational and management skills; computer skills including ease and skill in using Microsoft Office word processing and other programs; email, databases and spreadsheets; multi-tasking skills; and the ability to conceptualize both strategically and programmatically.

Proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical reports.

The incumbent should have demonstrated ability to produce professional quality analytical pieces and make oral presentations logically and persuasively to senior USG officials, other donors, Foreign Governments, and local governments. Ability to learn and explain USAID development programs, objectives and procedures as well as Colombian government and USG legislation relating to humanitarian assistance is required.

## POSITION ELEMENTS

**a. Supervision Received:** The incumbent will report to the Ethnic Minorities Team Leader who will be responsible for reviewing and approving the Incumbent's work plans and performance measures and establishing deadlines. Duties and responsibilities are carried out under broad guidance from the supervisor, and carry broad latitude for discretionary judgment and responsibility.

**b. Available Guidelines:** ADS Sections pertaining to project management, Mission Orders and other established USAID/Colombia administrative procedures and regulations.

**c. Exercise of Judgment:** High degree of judgment is required in planning programs and project activities, evaluating the relevance and reliability of information concerning their implementation and in the preparation and presentation of briefings.

**d. Authority to Make Commitments:** None.

**e. Nature, Level and Purpose of Contacts:** The incumbent will be required to establish and maintain mid- and high-level contacts with contractors, grantees, key national and local government contacts, private sector, NGOs, universities, associations, and citizen groups.

In carrying out specific assignments, the incumbent will work closely with other AO Teams, Embassy staff, and Government of Colombia (GOC), PIOs and NGOs counterparts.

**f. Supervision Exercised:** This is a non-supervisory position.

**g. Time required to perform full range of duties:** One year.

## **SELECTION CRITERIA**

(40%): Work experience demonstrated. Minimum of five (5) years of progressively responsible experience in political science, international relations, law and public policy and at least three years (3) experience working with Afro-Colombian communities is required.

(30%): Strong communications, interpersonal and organizational skills. Leadership and commitment to ethnic minorities, especially Afro-Colombians. Excellent organizational and analytical skills. Proven ability to work independently with minimal supervision or guidance. Operational and management computer skills and multi-tasking skills. Proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical reports. Demonstrated ability to produce professional quality analytical pieces and make oral presentations.

(10%) Evidence of English level 3 (good working knowledge) is required. Spanish level 5 (native) is required.

(20%) Strong technical education background. Bachelor's degree in political science, international relations, law and/or public policy. Practical or academic knowledge of international relief and development, especially assistance to vulnerable people or ethnic minorities is required. Current knowledge of political, social, and economic conditions on Afro-Colombians 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 WEDNESDAY, NOVEMBER 21, 2012 NO 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.*