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**UNITED STATES MISSION-BOGOTA  
VACANCY ANNOUNCEMENT**

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No. 073-2014

September 2, 2014

**OPEN TO:** All Interested Candidates

**POSITION:** USAID Project Management Specialist – Human Rights – (0011855B)

**OPENING DATE:** Tuesday, September 02, 2014

**CLOSING DATE:** Tuesday, September 16, 2014

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

**SALARY:** This position can be hired at a full performance level FSN/PSC – 11 Col. \$87,860,886.00 – Col. Ps. \$144,970,458.00 or developmental level (LCP/PFSPSC – 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. 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. 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.**

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking for an individual for the position of USAID Project Management Specialist – Human Rights for the Office of Democracy, Human Rights and Governance.

## **BASIC FUNCTION OF POSITION**

This position is located in the Office of Democracy, Human Rights, and Governance (DRG) USAID/ Colombia, Bogotá. The purpose of this position is to serve as the primary Locally Employed Staff (LE Staff) project manager and advisor on human rights matters in the Mission. The incumbent designs, manages and oversees the implementation of human rights projects, activities, and grants in: 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 to 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 (Defensoría), the Colombian Inspector General (Procuraduría), 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.

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of her work. These core values are: customer focus, results orientation, empowerment and accountability, teamwork and participation, and Valuing Diversity.

## **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 DRG Development Objective and attendant activities from inception to closeout. Designs, manages and monitors the implementation of Human Rights projects carried out by contractor, the United Nations, U.S. and Colombian universities, and local non-governmental organizations (NGOs). Guides, develops and monitors the work plan of the contractors and/or grantees. Evaluates implementation progress and prepares periodic reports for submission to USAID/Washington.

2. Visits activity sites to monitor the implementation and progress of Human Rights Program activities. Reports progress and programmatic concerns, and recommends remedies to the Deputy Director of the DRG Office. Prepares trip reports and briefings for the Office Director, Deputy Director and other Mission officials.

3. Serves as the Mission's Human Rights Contracting Officer's Representative (COR) and/or Agreement Officer's Representative (AOR) and is the Mission's primary human rights specialist, develops and maintains contacts with key government officials and NGOs. Remains current on Human Rights issues through researching factual reports on activities/developments affecting or supporting the Human Rights Program; reviews international democracy development reports.

4. Prepares status reports for the annual Performance and Progress Report (PPR) and tracks performance against the DRG Development Objective (DO). Develops output and impact indicators that provide clear evidence of progress toward the intended DO. Evaluates fully implemented democracy activities focusing on impact, lessons learned and problems to develop best practices for improved future programming.

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

6. Leads the design team in drafting Mission human rights activities. Holds consultations with Government of Colombia (GOC) officials and NGO counterparts to ensure collaboration and clarity on the

technical direction of human rights projects.

## B. Support Human Rights activities relevant to USAID and GOC.

The Human Rights Program has three 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. Promotion of a culture of human rights – Objective one is to embed a culture of acceptance and respect for human rights and human rights defenders into formal and informal educational systems, public and private institutions, and other public fora. Objective two will be to counter the 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 of human rights in key actors and institutions, especially at the departmental and municipal levels.

2. Prevention of human rights violations - A core element of USAID's human rights programming since its inception, and will continue under the current phase. In the first phase of the Human Rights Program (2001-2005), USAID assistance focused on GOC 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, 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 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.

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

3. Adequate and effective response to human rights violations - Once a human rights violation is alleged to have occurred, victims are entitled to a 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 supports 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 achieving desired outcomes
- Oversees implementation
- Participates and guides the development of partner's work plans and monitors implementation
- Researches and analyzes all human rights projects and their implementation.
- Performs technical analysis and makes recommendations.
- Makes frequent visits to activity sites.
- Reports on progress, problems and recommends actions to the Democratic Governance Officer.

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

## C. Maintain Links with GOC counterparts

- Meets periodically with the Vice-President (VP), frequently meets with the VP's senior staff to get input, coordinate and monitor cooperation.
- Meets with the Human Rights Ombudsman and delegates of the Ombudsmen to review the implementation of the various programs; works continuously with staff of the Office of the Ombudsman in the coordination of day-to-day activities.
- Meets monthly 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 monthly with the Vice-Minister of the Interior to direct activities and review the implementation of the Protection Program.
- Provides briefs to the DRG Office Director and Deputy Director about Human Rights activities and problems. When required, briefs Mission senior management on the same. Represents USAID in meetings with GOC officials, providing information about USAID policies and programs, rationale for proposed actions or initiatives, etc.

#### D. Office Administration.

- Drafts correspondence pertaining to the COR's activities that require supervisory approval for signature.
- Drafts correspondence for Embassy inter-agency distribution
- Develops HR program briefings for Mission management and VIP visitors.
- Contributes to the State Department Annual Human Rights Report
- Maintains a close relationship with the political and economic section within the Embassy
- 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 related duties as assigned (answering telephone inquiries, provide information about the program, etc.).

### REQUIRED QUALIFICATIONS

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

**Education:** University Degree or country's equivalent in Law, International Relations, Political Science, Public Policy, Public Administration, Development Studies, or Communications is required.

**Prior Work Experience:** Minimum three years of experience in progressive responsibility 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 a 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 working with an international non-governmental organization (NGO), an international organization, foreign embassy, or international cooperation agency.

**Knowledge:** A good understanding of U.S. and host country's policies 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 laws and policies, GOC organizational structure and functions, and economic, political, social and cultural characteristics, development prospects and priorities.

**Skills and Abilities:** Must have the ability to establish and maintain contacts with high- and mid-level GOC officials, international community and with key persons in the NGO community and civil society. Ability to communicate project objectives to Colombian and US officials. Ability to obtain, analyze and evaluate a variety of complex data. Ability to plan, develop, manage and evaluate human rights programs/projects. Ability to quickly learn USAID programming policies, regulations, procedures and

documentation; and objectives, methodology and status of democracy projects. Must be able to present findings and recommendations effectively in written and oral forms in English and Spanish.

**Post Entry Training:** USAID COR/AOR training, Financial management course for CORs/AORs, Programming Foreign Assistance and Program Design Management, 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. Global Acquisition and Assistance System (GLAAS), Phoenix accruals

**Language Proficiency:**

Level IV English ability is required. Must be Level IV (fluent) in Spanish.

**POSITION ELEMENTS**

**Supervision Received:**

The incumbent is supervised by the DRG Director and Deputy Director of the DRG Office. In consultation with supervisors, incumbent plans own work and establishes priorities. May receive special assignments from the DRG Office Director, Mission Director or Deputy Mission Director.

**Available Guidelines:**

Federal Acquisition Regulations, USAID policy and regulations ADS, AIDAR, implementation and/or reporting requirements, international human rights and humanitarian law; host country laws and Mission Orders.

**Exercise of Judgment:**

Independently exercise professional judgment in providing guidance and recommendations on program direction to implementing partners. Gather and analyses information pertinent to program outcomes and has discretion over the implementation of his/her programs. Advises the mission senior staff on human rights issues and provides guidance within the scope of US foreign policy objectives.

**Authority to Make Commitments:**

May make technical commitments; and may initiate discussions that lead to financial commitments. No direct financial commitments of U.S. public funding are authorized.

**Nature, Level and Purpose of Contacts:**

Internal Mission contacts are maintained to advise and develop strategies for the Human Rights Program and attendant activities. External 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, representatives of the international community (UNHCHR, Spain, Switzerland, Sweden, UK, Canada, etc.). The purpose of external 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 coordinate assistance and reduce duplication.

**Supervision Exercised:**

None

**Time Required to Perform Full Range of Duties**

One year.

## SELECTION CRITERIA

1. **Education (15%):** University Degree or country's equivalent in Law, International Relations, Political Science, Public Policy, Public Administration, Development Studies, or Communications is required.

2. **Prior Work Experience (40%):** Minimum three of experience in progressive responsibility 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 a 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 working with an international non-governmental organization (NGO), an international organization, foreign embassy, or international cooperation agency.

3. **Evidence of strong English/Spanish writing and oral skills proficiency (10%):** Level IV English ability is required. Must be Level IV (fluent) in Spanish

4. **Knowledge, Skills, and Abilities (35%):** A good understanding of U.S. and host country's policies 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 laws and policies, GOC organizational structure and functions, and economic, political, social and cultural characteristics, development prospects and priorities.

Ability to establish and maintain contacts with high- and mid-level GOC officials, international community and with key persons in the NGO community and civil society. Ability to communicate project objectives to Colombian and US officials. Ability to obtain, analyze and evaluate a variety of complex data. Ability to plan, develop, manage and evaluate human rights programs/projects. Ability to quickly learn USAID programming policies, regulations, procedures and documentation; and objectives, methodology and status of democracy projects. Must be able to present findings and recommendations effectively in written and oral forms in English and Spanish.

## 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 TUESDAY SEPTEMBER 16, 2014 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.**