

JOB OPPORTUNITY



USAID
FROM THE AMERICAN PEOPLE

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 12-39

OPEN TO: All interested candidates
POSITION: **Gender Specialist, FSN-10; FP-5 (steps 5 through 14)**
OPENING DATE: July 20, 2012
CLOSING DATE: August 3, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-5 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual for the position of Gender Specialist in the USAID Program Section.

BASIC FUNCTION OF POSITION

The basic function of the Gender Specialist is to provide intellectual leadership and serve as the expert professional and technical advisor responsible for leading and monitoring the integration of gender concerns in USAID/DRC programs. The Specialist will provide analytical and programmatic guidance to USAID/DRC to promote an equitable impact of all investments. The Specialist will also assume a lead role in articulating and advocating the strategic importance of gender issues and promoting these concepts within the Mission and the larger development community in which USAID/DRC works. The Gender Specialist will support all technical teams in their efforts to integrate gender into new project designs and on-going programming. The Gender Specialist will also develop and maintain a mission-wide overview of how USAID/DRC is addressing gender issues and will handle the wide array of meetings and information requests on the topic. The Gender Specialist will be an active participant and the primary USAID representative at Gender Donor Thematic group meetings with the Ministry of Gender between the international community.

A copy of the position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Master's degree is required in a relevant discipline such as development studies, rural sociology or gender studies.

Experience: Five (5) years of work experience in positions related to gender analysis, gender programming in international development, and training in areas of gender integration and program monitoring is required.

Language Proficiency: Level IV (Fluent) English and French is required.

Knowledge: Knowledge of key concepts and practices for addressing gender in international development, coupled with the ability to train others in areas of gender integration and program monitoring. Knowledge of the principles, concepts, and methodology involved in the design, implementation, and evaluation of technical assistance programs/projects and ability to apply theories and new developments to problems. Highly developed analytical skills required.

Skills and Abilities: Computer literacy in Word, Excel, and PowerPoint is required. Strong writing skills and ability to write succinctly and to produce documents quickly in English is required. Strong speaking, presentation, and training skills are required. Demonstrated tact and understanding in dealing with technical teams and USAID virtual team members. Incumbent should be a self-starter with strong analytical and organizational skills.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security and medical clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:
Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: August 3, 2012

Drafted: HR: FNSASU
Cleared: USAID: DJACKSON (email)
HR: CKUWAKATA
Approved: AHRO: HRMULLER