

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa
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ANNOUNCEMENT NUMBER: 13-18 (revised)

Closing date has been extended to 04/23/2013

OPEN TO: All interested candidates
POSITION: **Project Management Specialist, FSN-4005-11; FP-4**
OPENING DATE: March 29, 2013
CLOSING DATE: April 23, 2013
WORK HOURS: Full-time; 40 hours/week
SALARY: **Ordinarily Resident (OR):** FSN-11

Not-Ordinarily Resident (NOR):
(Position Grade: FP-4) To be confirmed by Washington

SALARY LEVEL WILL BE BASED ON PRIOR JOB-RELATED EXPERIENCE AND SALARY HISTORY. FOR SALARY INFORMATION, PLEASE CONTACT HUMAN RESOURCES OFFICE: **081-8806193**.

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 Project Management Specialist in the USAID General Development Office (GDO).

BASIC FUNCTION OF POSITION

Responsible to analyze, recommend and implement programs to promote conflict-free legal products and trade of minerals and the development of the mining sector in the DRC, with an emphasis on conflict zones for USAID/DRC. Assist in the management of the Mission's high-profile Responsible Minerals Trade (RMT) portfolio, which currently consists of about \$15 million across four implementation instruments. Coordinate with the \$2 million Public-Private Alliance for RMT and its funding from the private sector, with State Department and other USG projects funded to support RMT. Serve as one of the USAID focal points for RMT issues and as such will participate in donor and partner meetings in the DRC and internationally, under the guidance and direction of the Extractive Industries Technical Adviser (EITA). Serve as Agreement or Contract Officer Representative (AOR/COR) for assigned program contracts and grants, which includes monitoring of ongoing project activities, managing procurement actions, as well as assisting in the design and procurement of new assistance and acquisition instruments for responsible minerals trade programming. The Extractive Industries Specialist will routinely consult with Congolese *Creuseurs*/artisanal miners and their associations, mining industry representatives, civil society organizations (CSOs), international bi-lateral and multi-lateral donors, associations representing traders and export houses, mining ministry officials, national and provincial chambers of commerce, and other actors in this sector to help address reform of the illicit minerals trade and how to support artisanal miners. Incumbent will also support project design, procurement, and activity management, annual planning and reporting for the RMT portfolio and serve as the primary focal point for monitoring and evaluation for the portfolio.

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: University degree in economics or economic development, law, social sciences, education, international development or related fields is required.

Experience: 5 years of progressively responsible experience working in at least one of the following areas is required: mining/extractives and related community development, legal framework and policy in artisanal and industrial mining sectors, extractive industries project management, liaison with extractive sectors, and monitoring and evaluation of development programs.

Language Proficiency: Level IV (Fluent) English and French, as well as proficiency in at least two local languages is required.

Knowledge: Excellent knowledge of project management and a thorough understanding of monitoring and evaluation.

Skills and Abilities: Must demonstrate creativity, problem solving, innovation and leadership, as well as project management capability. Must possess excellent verbal and written communication skills, as well as strong interpersonal and cross-cultural facilitation skills. Must also have computer skills in MS Word, Excel and PowerPoint.

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 EFMs 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 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 EFMs and EFMs 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: April 23, 2013

Drafted: - HR: WBULU

Cleared: - USAID: DJACKSON (E-mail)

- HR: CKUWAKATA

Approved: HRO: TJEVERETT