



USAID | DOMINICAN REPUBLIC

FROM THE AMERICAN PEOPLE

Announcement Number:	USAID No. 311672100115
Position:	Project Management Specialist: “Youth”
Open to:	All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)
Agency/Section:	USAID/ Regional Contracting Office
Opening Date:	February 11, 2016
Closing Date:	March 04, 2016
Working Hours:	Full time: 40 hrs per week
Salary Scale:	FSN-10: from RD\$1,090,536.00 to RD\$1,744,865.00

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Project Management Specialist: “Youth” position for the Youth, Education and Security (YES) Office.

Basic Functions

The primary focus of this position will be in the management of the youth program under the Youth, Education, and Security (YES) Office. The Job Holder will manage the youth program start up, implementation, and monitoring of the activities. The funding for this activity is expected to be US\$10 million over the next five years for a new at-risk youth program and support to the current 2012-2017 Alerta Joven At-Risk Youth Project. This position is a local hire LESPSC position.

The Job Holder's duties/responsibilities will involve the full range of consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the youth education sector. The Job Holder will receive management guidance from the USDH Supervisory Education Officer. The Job Holder will carry out these activities in coordination with other USAID/DR technical offices.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through SDOUSAIDresume@state.gov.

Qualifications Required:

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

Education:

A degree in the field of education, youth development, or the social sciences (Health, Education, Economy, Psychology, Business Administration, sociology) is required.

Prior Work Experience:

The position requires a minimum of three (3) years of social sector development experience in youth programming or education with adolescents. Experience must have been with a U.S., international or local organization or donor.

Language Proficiency:

Level IV (fluent) oral and written in English and Spanish language ability.

Job Knowledge:

Knowledge of the concepts and principles employed in modern education and health systems, particularly related to at-risk youth and access to alternative and non-formal education and health services; knowledge and understanding of student-centered, participatory-based learning and asset-based approaches; knowledge and understanding of successful programs to overcome the barriers that out-of-school and at-risk children and youth have to become productive citizen; knowledge and understanding of the situation of education and health in the Dominican Republic, including key issues, trends, structure of the systems and the resources available for sector development; knowledge of youth issues in the Dominican Republic and appropriate government, non-government and international donor interventions needed to address these issues in the Dominican Republic; knowledge of the economic, political, social and cultural characteristics of the Dominican Republic that affect youth, particularly in rural and urban areas, and Haitian migrant population; knowledge of UNICEF, Inter-American Development Bank, World Bank, other donors or NGOs involved in the youth sector; and knowledge and understanding of educational status of underserved populations in the Dominican Republic. Knowledge of key assets, community support agencies, and foundations that can enhance and complement USAID's work with at-risk youth.

Skills and Abilities:

Proven ability to work independently with minimal supervision or guidance is required. The Mission is seeking a self-starter with the ability to be responsive to client needs and to work calmly, tactfully and effectively under pressure as a member of the USAID/DR team in addressing these needs. Strong teamwork, analytical, communications, interpersonal, leadership skills and computer management are essential

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

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.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.

5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application (the three options are required)

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174),
2. A current resume or curriculum vitae, including the Dominican Cédula.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Human Resources Office

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**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
March 4th, 2016**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.