



# USAID | DOMINICAN REPUBLIC

FROM THE AMERICAN PEOPLE

Position: Project Management Specialist “Environment” (two positions)  
Grade: FSN-11  
To: All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)  
Opening Date: August 20, 2015  
Closing Date: September 4, 2015  
Work Hours: Full time; 40 Hours/week  
Salary Scale: From RD\$1,323,628 to RD\$2,117,811.00

**Availability:** *Position #311672100106: upon completion of the clearance process*  
*Position #311672100107: March 2016*

## Basic Functions

The Project Management Specialist is housed in the Climate Change Office (CCO) in USAID/Dominican Republic (DR) which manages climate change and environment-related activities. The incumbent’s main role is to lead and support the design, management and implementation of projects and activities within the USAID Climate Change Office (CCO). The incumbent will draft scopes of work and program descriptions, participate on technical review panels, and provide oversight and technical inputs in planning and implementing activities.

## Qualifications Required

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov).

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

- a. Education: The incumbent must have a Master’s Degree with a special emphasis in climate change, environmental, biological or related studies.
- b. Prior Work Experience: A minimum five years of progressively responsible, professional-level experience in climate change, biodiversity and / or environmental management, with at least two years of experience in project management-related activities.
- c. Language Proficiency: Level IV (fluent) in English reading and writing, and Level IV (fluent) in Spanish reading and writing is required.
- d. The incumbent must have strong analytical, communication, interpersonal and leadership skills, and the ability to prepare and present factual and interpretative reports covering complex subject matters related to climate science and adaptation.
- e. Team Work oriented person and manage the Microsoft Office Pack

**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 first options are required):**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), <http://www.state.gov/documents/organization/136408.pdf> or <http://eforms.state.gov/editdocument.aspx?documentid=2>
2. A current resume or curriculum vitae
3. Including a copy of the Dominican Cédula
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATIONS TO:**

Office of Human Resources

Subject of the message: "Name of the position that you are applying for"

E-mail: [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov)

#### **POINT OF CONTACT**

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**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS  
September 4<sup>th</sup>, 2015**

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.