

VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR



No. 13-014	Project Management Specialist Position Vacancy	Date: 11/12/13
------------	---	--------------------------

OPEN TO: All Interested Candidates-All Agencies

POSITION: Project Management Specialist, FSN-11 (Clean Energy)

OPENING DATE: November 12, 2013

CLOSING DATE: November 25, 2013

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-11. Salary range from \$41,798.00 to \$65,794.00 (Basic Rate + Allowances)

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

The Agency for International Development in San Salvador is seeking one (1) individual for the Project Management Specialist position in the Economic Growth Office (EG).

BASIC FUNCTION OF THE POSITION

This position is located in the Economic Growth Office, USAID/El Salvador, San Salvador, under the direct supervision of the Natural Resources Officer, who reports to the Regional Program Deputy Director.

Background: USAID's Bilateral and Regional Environmental Programs (El Salvador, Central America and Mexico - ECAM) aim to improve environmental management, mitigate climate change, and reduce the vulnerability of El Salvador and ECAM to extreme climate events.

The successful candidate must have the ability to manage sensitive and difficult situations during the design of new acquisition and assistance mechanisms, the implementation phase, and at closeout. The San Salvador Mission is currently implementing several programs in support of the Agency's Global Climate Change (GCC) Initiative. This position will assist in the long-term development, implementation, coordination, monitoring, and evaluation of environmental programs in areas, which could include but are not limited to Clean Energy, Sustainable Landscapes (REDD+), and GCC Adaptation, as well as the traditional areas of biodiversity and protected area management.

A copy of the complete position description listing all duties and responsibilities is attached.

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** University Degree in Engineering or Public Policy, Environmental Studies, or similar field is required.
2. **EXPERIENCE:** Incumbent should have five to seven years of experience in the energy sector, particularly in the development and promotion of energy policies and regulations and environmental issues, including environmental policy, energy trade, and regulatory frameworks, clean energy production and energy conservation. Experience in the Energy sector could include development of energy policies and regulations, cross-border energy roles, and validating investments in renewable energy. Field experience in more than one Central American country desired. At least one year of program management experience required.
3. **LANGUAGE:**
Level IV (fluent) in English Speaking/Reading is required.
Level IV (fluent) in Spanish Speaking/Reading is required.
4. **KNOWLEDGE:** Advanced knowledge of the El Salvador and Central America region's renewable energy and environmental problems and development priorities is required.
5. **SKILLS AND ABILITIES:** Competence, experience, and maturity in dealing with regional government officials and international organizations. Ability to identify significant economic, political, and social trends in the region and assess their importance and potential impacts on USAID development assistance objectives and projects. Ability to obtain, analyze, and evaluate data and present it in meaningful terms. Strong communications skills both orally and in writing. Ability to follow through on USAID project management issues and serve as point of contact for national and regional counterparts. Familiarity with issues surrounding CITES, RAMSAR, and UNFCCC as well USAID regulations and contracting procedures. Ability to work with a broad range of public and private partners, and ability to apply environmental knowledge and experience to economic development, trade and policy reform activities. Proven ability to work as a member of a multidisciplinary team. Demonstrated skill in handling competing demands in order to complete work in a timely manner.

SELECTION PROCESS

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.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-0174);
<http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>
2. Candidates must identify the position to which they are applying. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above.

SUBMIT APPLICATION TO

Executive Office
USAID/El Salvador
PER e-mail: ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

- Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:
- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: November 25, 2013

The U.S. Mission in San Salvador 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.

Approved: USAID

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

The Project Management Specialist (Clean Energy) provides assistance to overall Mission planning and the preparation of new programs and activities within the environment sector, with a primary emphasis on clean energy and potentially also in the areas of biodiversity and climate change. S/he works closely with staff members of USAID El Salvador, the USG, international donors, multilaterals, NGOs and the governments of El Salvador and other Central American countries as needed. The Project Management Specialist provides technical advice in the conceptualization, development, design, administration and monitoring of assigned major segments of USAID El Salvador's environmental portfolio. The Project Management Specialist is responsible for the following duties:

50% of time

Functions as Activity Manager and Assistance/Contracting Officer's Representative (AOR / COR) of regional contracts, cooperative agreements, grants, and other implementation mechanisms as assigned with primary responsibility of the Clean Energy Activity. This includes: a) participating in processes to design and procure activities as part of the Regional Program Environment team, b) approving key personnel, annual work plans, travel and budgets/expenditures as appropriate, c) overseeing activity performance, including reviewing/accepting reports and site visits, and guaranteeing an annual expenditure rate of at least \$4 M through activity implementation, and d) coordinating activities with other USAID components, national governments and regional bodies, such as the *Central American Integration System (SICA)*, *Central American Commission of Environment and Development (CCAD)*, *Regional Commission of Electricity Interconnection (CRIE)*, *Regional System Operator (EOR)*, and country level regulators/operators as well as other donors and partners.

20% of time

Serves as liaison with the national and regional clean energy and environmental authorities, organizations, industry, academic sector and selected municipal governments on environmental issues related to the activities the Project Management Specialist oversees. Provide technical assistance and support and ongoing communication with other USAID bilateral missions in Central America. Prepares annual environmental reports as required.

15% of time

Serves as the expert on renewable energy and energy conservation and global climate change mitigation matters. Attends local and regional working groups and donor coordinating meetings relating to clean energy, briefs the Mission Director orally and in writing, prepares reports within the Mission and to external audiences, represents the Mission to high level Government of El Salvador (GOES) officials (including vice-ministry level). Identifies and assesses the enabling environment for the development of clean energy and reduced energy consumption through energy efficiency in El Salvador and Central America, its potential solutions and identifies priority sectors for activity implementation. Advises and assists the USAID El Salvador bilateral and regional programs on GCC positions and actions, biodiversity matters and other technical advice to other USG and regional institutions in the areas of environment, GCC and biodiversity.

15% of time

Provides support and advice on energy use and solid waste integrated management and wastewater treatment by municipalities. Identifies priority sectors for cleaner production in the private sector with emphasis on small and medium size enterprises (industry, agriculture, commerce and services). Provides other services as requested.