

VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR



No. 13-001	Partnership for Growth Executive Assistant Position Vacancy	Date: 01/07/13
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- OPEN TO:** U.S. Citizens legally residing in El Salvador
- POSITION:** PARTNERSHIP FOR GROWTH (PfG) EXECUTIVE ASSISTANT, U.S. Personal Services Contract (USPSC), Resident Hire, GS-08
- OPENING DATE:** January 07, 2013
- CLOSING DATE:** January 22, 2013
- WORK HOURS:** Full time; 40 hrs. Workweek
- SALARY:** Position Grade GS-08, salary range: \$37,631 - \$48,917
- LENGTH OF HIRE:** One base year with four option years, dependent upon performance and funds availability.
- NOTE:** Resident Hire USPCSs are not entitled to allowances.

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

The Partnership for Growth Presidential initiative, a top USG priority that encompasses the USG's relationship with the Government of El Salvador, aims to rapidly expand broad-based economic growth in El Salvador under an overarching commitment to democracy, sustainable development, and human rights. In order to achieve these goals, the Governments of El Salvador and the United States developed a Joint Country Action Plan (JCAP) that describes how the GOES and USG, working together, intend to reduce the effects of the two binding constraints to growth--crime and insecurity and low productivity in the tradables sector-- through the Partnership for Growth.

The PfG Executive Assistant will report directly to the DCM on all PfG matters, and will coordinate information flow among those working on PfG. The incumbent will support the PfG Principals as needed, and will work closely with public affairs and other Embassy officials, as well as liaising with agency points of contact in Washington and with Salvadoran government officials as directed.

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:** A Bachelor's Degree in a field relevant to development assistance or international relations, such as public or business administration, political science, sociology, statistics, or a closely related field is required. Some specialized training or experience in monitoring and evaluation is desirable.
2. **PRIOR WORK EXPERIENCE & KNOWLEDGE:** A minimum of five years of progressively responsible, job-related, professional-level experience is required. Have relevant experience in development programs or private and/or public sector work experience in helping manage, implement, monitor, and evaluate a diverse and complex set of activities.
3. **LANGUAGE:** Level IV (fluent) in English oral/written is required and will be tested.
Level IV (fluent) in Spanish oral/written is required and will be tested.
4. **ABILITIES & SKILLS:** This position requires strong organizational, analytical, communication (oral and written), interpersonal and teamwork skills. The ability to serve as an effective liaison with a wide array of individuals and institutions is essential. Familiarity with a wide range of program related issues, such as, economic policy, civil society, and democracy and governance is highly desired. The PfG Executive Assistant must be able to prepare clear, substantive reports and briefing papers in English and Spanish, in a timely manner. S/he must be able to design and evaluate perception surveys and milestone reports. S/he must be able to acquire a thorough understanding of USG and host-government policies and procedures and how they relate to each other. This work requires great flexibility and the ability to work under pressure. The Executive Assistant must have advanced computer skills including the design of Excel spread sheets, word documents, PowerPoint presentations, and databases.

SELECTION PROCESS

It is essential that the candidate specifically address the required qualifications above in the application. After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria:

1. Education: (10 Points)
 2. Prior Work Experience and Knowledge: (35 Points)
 3. Language: (20 Points)
 4. Abilities and Skills: (35 Points)
- Maximum: (100 Points)**

Applications from candidates which do not meet the selection factors will not be scored. As part of the selection process, final candidates may be interviewed either in person or by telephone at the discretion of the selection panel. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the application. The interviewing committee will delay such reference check pending communication with the applicant. Only shortlisted candidates shall be contacted with regards to the status of the recruitment and selection process.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Must be able to obtain and hold a Secret security clearance.
3. Must be a US citizen legally residing in El Salvador.
4. Those candidates who do not identify the position to which they are applying will not be considered.

TO APPLY

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

1. Application for US Federal Employment (DS-0174);
(<http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>)

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above may also be submitted.

SUBMIT APPLICATION TO

Executive Office
USAID/El Salvador
e-mail: iescolan@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

CLOSING DATE FOR THIS POSITION: January 22, 2013

The US 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

USAID/EL SALVADOR

SCOPE OF WORK

1. **Recommended position title:** Partnership for Growth (PfG) Executive Assistant
2. **Organizational location of position (bureau/mission, office, division, etc.):** USAID/El Salvador
3. **Position title/grade of direct supervisor:** Deputy Chief of Mission
4. **Introduction:**

The Partnership for Growth Presidential initiative, a top USG priority that encompasses the USG's relationship with the Government of El Salvador, aims to rapidly expand broad-based economic growth in El Salvador under an overarching commitment to democracy, sustainable development, and human rights. In order to achieve these goals, the Governments of El Salvador and the United States developed a Joint Country Action Plan (JCAP) that describes how the GOES and USG, working together, intend to reduce the effects of the two binding constraints to growth—crime and insecurity and low productivity in the tradables sector--through the Partnership for Growth. In order to implement PfG, the USG established two interagency working groups, one for security goals and the other for the tradables goals. The DCM is the chair of the USG PfG team and the USAID Mission Director is the deputy chair. The Political Counselor chairs the security working group; the Economic Counselor chairs the tradables working group. Together, the DCM, USAID Mission Director, Political Counselor and Economic Counselor (as well as the deputies for each of the two working groups), comprise the PfG Principals. The PfG Executive Assistant will report directly to the DCM on all PfG matters, and will coordinate information flow among those working on PfG. The incumbent will support the PfG Principals as needed, and will work closely with public affairs and other Embassy officials, as well as liaising with agency points of contact in Washington and with Salvadoran government officials as directed.

5. Duties and responsibilities of the position:

- Helps organize, monitor and track overall PFG timelines for both working groups and GOES-USG. Liaise with interested/affected units at the Embassy to ensure that the Chief of Mission (COM)/DCM and others are well apprised of key PfG accomplishments and challenges.
- With prior coordination with Tradables and Security Working Group Chairs, liaise with named representatives of the USG PFG implementing agencies to ensure critical communication between and among agencies, including action requests.
- Liaise with GOES as directed by PfG Principals.
- Liaise with other partners as directed by PfG Principals.
- On an ad hoc basis, support representational activities by the following illustrative examples:
 - In collaboration with Public Affairs and other agencies, draft speeches for delivery by the COM/DCM and requested background materials for public as well as diplomatic events,
 - Prepare written materials in collaboration with the Public Affairs Office (PAO), including press releases and Op-Ed materials for local and international media,
 - Support and track PfG Principal visits and USG TDYs.
- Facilitate the development and implementation of a unified PfG M and E program
- Coordinate, facilitate and ensure quality control of all reporting, including translations.
- Coordinate the implementation of a Public Perception survey.
- Facilitate the gathering of information and publication of the 6 month score cards.

Duties shall include:

- Convening and facilitating meetings for Embassy Front Office, as well as disseminating and maintaining records of PfG working groups.
- Facilitating and ensuring timely financial and programmatic reporting by all participating USG agencies and their implementing partners.
- Working closely with the PfG Strategic Information team to coordinate and report program results as well as conduct strategic exercises to evaluate program progress and success, and maintaining a calendar of important benchmarks to ensure the program is on schedule.
- Coordinating interagency and Washington clearance for TDYs, and promoting inter-agency benefit from TDYs whenever possible and appropriate.
- Preparing and disseminating periodic internal and external updates/status reports on PfG in the host country and to Washington DC. Internal audiences shall be limited to USG participants. External audiences shall include host country Government, partners and stakeholders, non-governmental implementing partners, civil society, private sector, host country's media and the general public.

Degree of responsibility for decision-making assigned to the position: Moderate degree of day to day decision making. Higher level decisions made by supervisor and PfG team leaders.

Level of complexity of work assignments: Moderate.

Knowledge level required: A minimum of five years' experience.

Supervisory Controls: Assignments are made by the DCM and PfG team leaders. High degree of control by supervisor, team leaders, and other agencies and Washington.

Complexity of the work environment/effect on the position's responsibilities: Complex, as the incumbent must work with a number of different USG agencies and receives direction from a number of people.

Scope and effect of the work performed: PfG is a top USG priority and encompasses the USG's relationship with the Government of El Salvador.

Level and purpose of contacts: High level USG contacts to coordinate PfG work and lower or intermediate level contact with GOES counterparts.

Supervision/oversight over others: None.

Guidelines: Mission and Agency-specific policies and procedures and Department of State established administrative operating procedures, policies and formats. Oral guidance and specific detailed instructions will be provided by the immediate supervisor.

6. Minimum qualification requirements

- **Education:** A Bachelor's Degree in a field relevant to development assistance or international relations, such as public or business administration, political science, sociology, statistics, or a closely related field is required. Some specialized training or experience in monitoring and evaluation is desirable.
- **Prior Work Experience & Knowledge:** A minimum of five years of progressively responsible, job-related, professional-level experience is required. Have relevant experience in development programs or private and/or public sector work experience in helping manage, implement, monitor, and evaluate a diverse and complex set of activities.
- **Language Proficiency:** Level IV in Spanish; Level IV in English

- **Abilities & Skills:** This position requires strong organizational, analytical, communication (oral and written), interpersonal, and teamwork skills. The ability to serve as an effective liaison with a wide array of individuals and institutions is essential. Familiarity with a wide range of program-related issues, such as, economic policy, civil society, and democracy and governance is highly desired. The PfG Executive Assistant must be able to prepare clear, substantive reports and briefing papers in English and Spanish, in a timely manner. S/he must be able to design and evaluate perception surveys and milestone reports. S/he must be able to acquire a thorough understanding of USG and host-government policies and procedures and how they relate to each other. This work requires great flexibility and the ability to work under pressure.
- **Computer Skills:** The Executive Assistant must have advanced computer skills including the design of Excel spread sheets, word documents, PowerPoint presentations, and databases.

7. Selective/evaluation factors (100 points)

- **Education:** (10 points)
- **Prior Work Experience & Knowledge:** (35 points)
- **Language Proficiency:** (20 points)
- **Abilities & Skills:** (35 points)