



USAID | GUATEMALA

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VACANCY NOTICE

Project Management Specialist (Democracy and Governance) FSN-PSC-4005-11 (Guatemalan citizens)

BASIC FUNCTION:

Conduct policy analysis, provide technical guidance, design, implementation, monitoring, and overall direction and management of Congressional Strengthening, Elections and Political party Reform, anti-corruption/transparency & trafficking-in-persons. Incumbent must represent USAID with senior level GOG counterparts, civil society and the donor community and thus exhibit the highest level of professionalism and judgment in responding to difficult and sensitive issues that arise on a daily basis. These may include reporting on breaking news related to corruption, political threats, electoral cycles and providing strategic recommendations.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considered for the position.

- a. Possession of a bachelor's degree in a field relevant to development assistance, such as public policy/administration, business administration, economics, law, political science and/or international relations. At least seven to ten years of progressively responsible, professional-level experience in the democracy and governance sector. Specific experience in trafficking-in-persons, transparency. At least five years of this experience should have been in development assistance or related work such as USG or another international organization, host government organization, or private sector institution.
- b. Detailed knowledge/expertise in the democracy and governance sector. Thorough knowledge of the host country's democratic development prospects, priorities, and resources.
- c. Fluent Spoken and written English and Spanish proficiency is required.
Note: Candidate's English and Spanish oral skills will be evaluated during the interview and written exercise.

WE OFFER:

Annual salary ranges from Q230,914.00 thru Q481,691.00 based on past certified earnings. Labor benefits, medical insurance and retirement plan. **If you do not meet all the requirements, please do not apply.**



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TO APPLY:

Interested candidates must submit their curriculum vitae, and a letter in English summarizing his/her work experience and providing supporting documentation to each of the qualifications for the position. Please send all documentation and salary history electronically to: Guatemalavacancies@usaid.gov no later than **February 2, 2015 at 3:00 p. m.** **Applications without any of the supporting documents described above will not be considered.**

The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.