



U.S. Mission to Bridgetown, Barbados, the Eastern Caribbean, and the OECS

VACANCY ANNOUNCEMENT NUMBER: 16-028

OPEN TO: All Interested Candidates/All Sources

POSITION: USAID Program Management Specialist

OPENING DATE: September 09, 2016

CLOSING DATE: September 23, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: **Ordinarily Resident (OR): FSN-11/1 – BDS\$136,038.00 (Offer will depend on salary history)**

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bridgetown, Barbados is seeking eligible and qualified applicants for the position of Program Management Specialist, in the USAID Section.

BASIC FUNCTION OF POSITION:

The incumbent acts as the principal advisor to the Supervisory Program Officer and USAID/ESC management team on planning and reporting, program policy decisions, activity design, budget allocation, donor coordination, and implementation standards related to Development Objectives (DOs). S/he provides analytic leadership and prepares reports and correspondence in support of the team's efforts. S/he ensures that DO considerations are adequately addressed in all cross-Mission documents/exercises, acting as the Program Office's expert on DO-related matters.

S/he provides leadership and coordination for cross-cutting development issues, including the development and implementation of USAID's Development Objective Assistance Agreements. In support of assigned DO teams, the incumbent acts as the principal advisor on planning and reporting, activity design, budget allocation, donor coordination, and implementation standards.

This position serves as the Acting Supervisory Program Officer when the USDH Supervisory Program Officer is traveling, and he/she is expected to perform his/her work with a high degree of independence.

The incumbent exercises these duties in an extremely complex and multi-sectoral environment, involving forming strong relationships with governmental and nongovernmental development professionals across the Eastern and Southern Caribbean, international donors and private-sector entities, Washington level technical staff, and

Interagency partners across multiple Embassies, with the end goal of coordinating innovative and responsive USAID programs that attain desired results.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** A Master's degree in the field of administration or development assistance such as business or development administration, knowledge management, political science, economics, development studies, or closely related, inter-disciplinary fields and comparable educational credentials is required.
- 2. EXPERIENCE:** Eight years of progressively responsible experience in program and financial management is required, at least two years of which should have been working with or for a foreign government, international NGO, or foreign donor agency. Experience working with international development organizations; experience in project design, implementation, organizational learning, monitoring and evaluation; and/or experience working with regional organizations in the Caribbean is required. Strong professional relations with leadership and development colleagues are highly desirable.
- 3. LANGUAGE:** Level IV, fluent written and oral proficiency in English, is required. S/he must be able to communicate effectively with USAID staff at all levels, technical representatives of beneficiary institutions, and the general public. Incumbent must also be able to communicate effectively and accurately with varying levels within the U.S. Government structure including representatives of other agencies at Post, the Ambassador, and representatives at other U.S. Embassies in the region, as well as USAID-Washington Global Bureaus and Latin America and the Caribbean Bureau and equivalent units in the State Department. The incumbent is required to be able to draft professionally prepared briefing documents, including participation in and leading the drafting of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a fully professional and competent manner requiring few or no editorial changes.
- 4. SKILLS AND ABILITIES:** The individual must have exceptionally broad-based financial and management information skills and the intellectual ability to be able to identify wide-ranging key program, budgetary and operational issues quickly and propose thoughtful, workable responses to those issues. The incumbent must be able to establish, maintain and broaden an extensive range of contacts with senior key officials of government ministries, non-governmental organizations, private sector entities, and other donor agencies. The incumbent must also have a demonstrated ability to exercise his/her responsibilities and plan and execute work assignments independently, be a skilled communicator, be able to work under pressure and produce high-quality results quickly, and be able to predict issues of concern and interact directly at the highest operational levels of the regional governments. 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.

Excellent command of software programs for e-mail, word processing, spreadsheets, databases, and graphics presentations is highly desirable.

5. JOB KNOWLEDGE: The incumbent must have a thorough knowledge of U.S. legislation relating to development assistance and AID programming policies, regulations, and procedures. Knowledge of citizen security, climate change, and HIV/AIDS development programs in the Caribbean is highly desirable. The incumbent must also have a full understanding of the U.S. foreign assistance legislative process and Congressional concerns, and understanding of the wide range of USAID programs and how the Agency functions and is organized.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://barbados.usembassy.gov/vacancies2.html> and/or by contacting the Human Resources Office (246) 227-4342.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Non-Sensitive security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (**Form DS-174**), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, language test scores, work and/or residency permits, CSME skills certificate).

WHERE TO APPLY:

Human Resources Office Human Resources Office, Bridgetown, Barbados-
Telephone: (246) 227-4342 or (246) 227-4014.
Mailing Address: U.S. Embassy, Wildey Business Park, Wildey, St. Michael,
Barbados BB, 14006
FAX Number: (246) 227-4048
E-mail Address: BridgetownHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.