



## USAID ANNOUNCEMENT NUMBER: 078-2013

**OPEN TO** : All Interested Candidates/All Sources (including TCNs)  
**POSITION** : Senior Local Governance Advisor, FSN-11  
**OPENING DATE** : April 18, 2013  
**CLOSING DATE** : May 2, 2013  
**WORK HOURS** : Full-time; 40 hours/week

The U.S. Embassy in Port-au-Prince is seeking an individual for the position **Senior Local Governance Advisor** in the **Democracy and Governance Office (DG)**.

**BASIC FUNCTION OF POSITION:** *The Senior Local Governance Sector Advisor and Program Manager (FSN) will serve as the principal local governance and decentralization advisor and program manager for USAID/Haiti, Democracy and Governance Office (DG). S/he will support and manage USAID activities to support local governance and decentralization strengthening efforts.*

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

### **QUALIFICATIONS REQUIRED:**

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

1. University degree related to urban planning, political science, public policy and administration, law is required. Master's degree in mentioned disciplines is strongly preferred.
2. Minimum seven (7) years of professional experience in managing, designing, and/or evaluating development activities in local governance on behalf of an international organization, the US Government or a Non Governmental Organization.
3. Fluency in written and spoken English, French and Creole (level IV) is required.
4. Must have excellent knowledge of Haitian democratic institutions, legal and political systems. Extensive knowledge of decentralized governance models a plus.
5. Strong leadership and communication skills. Ability to analyze, understand and discuss new program design, management and implementation approaches. Able to produce results within tight deadlines. Excellent computer skills (Microsoft applications, Google)

### **SELECTION PROCESS**

It is essential that the candidate specifically address the required qualifications above in the application.

## **TO APPLY**

### **INTERESTED CANDIDATES FOR THIS POSITION MUST SUBMIT THE FOLLOWING FOR CONSIDERATION OF THE APPLICATION:**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**3A.** If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A.** Position Title
- B.** Position Grade
- C.** Vacancy Announcement Number (if known)
- D.** Dates Available for Work
- E.** First, Middle, & Last Names as well as any other names used
- F.** Date and Place of Birth
- G.** Current Address, Day, Evening, and Cell phone numbers
- H.** U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I.** U.S. Social Security Number and/or Identification Number
- J.** Eligibility to work in the country (Yes or No)
- K.** Special Accommodations the Mission needs to provide
- L.** If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M.** Days available to work
- N.** List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O.** U.S. Eligible Family Member and Veterans Hiring Preference
- P.** Education
- Q.** License, Skills, Training, Membership, & Recognition
- R.** Language Skills
- S.** Work Experience
- T.** References

### **SUBMIT APPLICATION TO**

Human Resources Office

American Embassy, P-au-P, Haiti, P.O Box 1761

Ref.: **Democracy and Governance Program Manager**

Universal Application for Employment (UAE) form: <http://photos.state.gov/libraries/haiti/231771/PDFs/ds-174application-form.pdf>

E-Mail: [pappersonnel@state.gov](mailto:pappersonnel@state.gov)

CLOSING DATE FOR THIS POSITION: **May 2, 2013**

The US Mission in Port-au-Prince 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.**

CLEARED BY : \_\_\_\_\_  
*Melissa Rosser, Chief, DG Office (USAID)*

FUNDS AVAILABILITY : \_\_\_\_\_  
*Robert Clink, Financial Management Officer (USAID)*

APPROVED BY : \_\_\_\_\_  
*Diane Moore, Supervisory Executive Officer (USAID)*

: \_\_\_\_\_  
*Robert Young, Human Resources Officer*