



USAID ANNOUNCEMENT NUMBER: 259-2013

OPEN TO : All Interested Candidates/All Sources
POSITION : Education Program Advisor; FSN- 11
OPENING DATE : December 20, 2013
CLOSING DATE : January 10, 2014
WORK HOURS : Full-time; 40 hours/week

The U.S. Embassy in Port-au-Prince is seeking an individual for the position of **Education Program Advisor** in the **USAID Office**.

BASIC FUNCTION OF POSITION: *The Education Program Advisor is a senior member of USAID/Haiti's Education Team. S/he will provide technical input to activities related to basic education and child development (education system capacity building, systemic education reform, and improvement of educational quality, teacher training and ensuring access to quality education for all Haitian children). The incumbent will play a leadership role in the design, management and evaluation of education activities that are in line with development principles. S/He will conceptualize; define and support the development and implementation of contracts and grants, and other selected aspects of the education program under the supervision of the Education Section Chief. S/he will represent USAID's education program with officials at the Ministry of National Education and Vocational Training and collaborate with donors and civil society organizations to ensure effective coordination regarding the promotion of basic education in Haiti. S/he will provide program oversight through regular communication and monitoring of program activities of implementing partners. The initial contract period will be one year with the option for renewal according to funds availability and the staffing needs of USAID/Haiti.*

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

QUALIFICATIONS REQUIRED:

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

1. *Master's degree in the field of education. Specialized training or education in strategic approaches to addressing international education challenges including improvement of educational quality, education of vulnerable population, systemic education reform, and education system governance, all with a focus on basic education.*
2. *At least eight years of progressively responsible experience in the design, implementation, and management of education programs.*
3. *Candidates must demonstrate program management and problem solving skills in a complex and highly sensitive environment. Proven ability to identify, promote and apply innovative concepts and strategies to improve education. Must be willing to conduct overnight site visits in rural Haiti.*
4. *Must be fluent in French and English, working knowledge of Haitian Creole is required. Must have proven ability to communicate quickly, clearly and concisely in English, French and Creole, both orally and in writing. Ability to comprehend and write reports and technical documents in these languages. Demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG and GOH Officials and other Partners is required.*
5. *Proficiency in the Microsoft Office suite of applications and in research using the internet. A strong interest in applying information and communications technologies to daily work is essential.*

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.: Education Program Adviser

E-Mail: pappersonnel@state.gov

Online: <http://haitijobs.net/eRecruitment>

CLOSING DATE FOR THIS POSITION: **January 10, 2014**

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 : _____
Loretta Garden, Chief, Education Office (USAID)

FUNDS AVAILABILITY : _____
Beatrice Young, Chief Accountant (USAID)

APPROVED BY : _____
Diane Moore, Supervisory Executive Officer (USAID)

: _____
Robert Young, Human Resources Officer