



USAID | HONDURAS

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Vacancy Announcement No. ST-FN-76-15

OPEN TO:	All interested candidates <i>(All applicants must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration).</i>
FULL LEVEL OF PERFORMANCE:	FSN PSC – 10
LOCATION OF POSITION:	Program Office, Tegucigalpa, Honduras
POSITION TITLE:	<i>USAID Development Assistance Specialist (GIS)</i>
OPENING DATE:	September 28, 2015
CLOSING DATE:	October 13, 2015
WORK HOURS:	Monday through Friday (40 hours per week)
SALARY:	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 548,214.00 to L. 931,958.00 per year.

BASIC FUNCTION:

The USAID Development Assistance Specialist (Geospatial Information System [GIS]) is located in the Program Office (PO) of USAID/Honduras. S/he reports to the Development Program Economist and no supervision to other staff is contemplated. The primary purpose of this position is to increase the Mission's capability to strategically plan, monitor, evaluate, and report on its development activities by using GIS.

The Incumbent is the expert for GIS in the Mission. S/he ensures that the GIS is updated and populated with accurate and up-to date information. S/he uses GIS to capture, store, manipulate, analyze, manage, and present all types of performance and spatial or geographical data. S/he enables GIS to be a useful tool to assist activity/project/program managers to see the performance patterns and spatial linkages between different kinds of data and make more informed decisions. S/he promotes among USAID/Honduras staff the use of GIS for rural development planning, violence and territory mapping, economic flows and distribution/poverty, disaster response, gender applications, biodiversity conservation, food security analysis, ecosystem mapping, and other applications. In addition, s/he helps decision-makers to use GIS to manage resources, develop an effective integrated development program, maximize project impact, and clearly present results to the public. S/he helps USAID/Honduras use GIS to spur and define interventions in areas of need. In coordination with USAID/Honduras Monitoring and Evaluation (M&E) staff overlays GIS and performance information.

The USAID Development Assistance Specialist will be the Mission's in-house expert to present and analyze information about our development programs geographically. This information will be used for both communication/outreach and strategic planning purposes. The Mission additionally envisions the role of the GIS Specialist to be one of using GIS to communicate with outside stakeholders to assist with the implementation of the strategy and results.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed since the incumbent may be required to perform other related duties as assigned by the agency.

- 1. Use of geospatial technology as a tool to develop a synergistic approach among the Mission's activities:** Serves as an activity manager responsible for managing some GIS-related components of USAID/Honduras' activities. As such, the incumbent will be expected to participate in periodic site visits to assess partners and Government of Honduras on data collection methods and to provide GIS technical assistance to implementing partners. The incumbent will also develop and deliver on-demand geospatial information products such as USAID activity maps and satellite imagery, including maps with information on the location and performance of USAID/Honduras' activities as well as socio-economic information of USAID/Honduras' target geographic areas (e.g., incidence of poverty at the municipality-level); will also assist USAID/Honduras staff to make the best use of geospatial information to improve activity planning, monitoring, evaluating,

and reporting of their programs; and will help determine place-based targeting focusing on Citizen Security. Using GIS technology develops GIS products to help improve the understanding of USAID's impact and illustrates performance changes over time in the USAID/Honduras Country Development Cooperation Strategy (CDCS) to communicate Mission achievements to internal and external audiences and outside stakeholders. Deploys the best GIS tools and makes them available to the Development Objective (DO) teams and implementing partners to ensure broad use of GIS information, to improve the quality of data, and to help set up, use, and share GIS data sets with the Mission. **40%**

2. **Development of maps and imagery as needed for communication and outreach purposes:** Acquires, validates, maintains, and manages a geospatial database. Using GIS, prepares reports and analysis on implementation issues and provides recommendations for the USAID Support and Technical Offices and develops and delivers geographic visualization products showing USAID/Honduras program budget information and project activity locations. Provides written and oral briefings regarding USAID/Honduras GIS information products as requested. **40%**
3. Coordinates with the Latin-American and the Caribbean (LAC) bureau and with Agency-level Geospatial Technology Officers the establishment of a Mission-based GIS database in accordance with USAID/Washington's geospatial standards and procedures; assists the Mission staff to understand the role of geography in development program planning; and submits geospatial datasets to the new USAID geospatial data repository (managed by the Geospatial Center in Washington, DC) for data discovery, distribution, and reuse. **20%**

REQUIRED QUALIFICATIONS:

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

Education: Possession of a university degree in geography, engineering, architecture, topography, cartography, or related field is required. Professional certification in Geographic Information Systems (GIS) is required.

Prior Work Experience: From three (3) to five (5) years related professional experience using geospatial information technology, developing activity and information maps, and/or experience working with satellite imagery and analysis using GIS in a communications context is required. Experience implementing geospatial meta-data standards, workflows, data-sharing protocols, GIS best practices, and in Human and Participatory Geography themes/strategies is also required.

Language Proficiency: Level IV (fluency) in English and Spanish is required. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing. This will be tested.

Job Knowledge: Level IV (fluency) in English and Spanish is required. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing.

Skills and Abilities: Must have the ability to locate, collect, and analyze existing geographic and geospatial databases and remotely sensed data sets in different formats, including censuses, field observation, satellite imagery, aerial photographs, existing maps, from disparate sources or sectors such as agriculture, democracy and governance, economic growth, education, environment, and health, in order to analyze solutions, define data needs, project requirements, required outputs, or to develop applications. The ability to establish geospatially-based management information systems (Geo-MIS), to display geospatial information, and to design and update databases with spatial feature representations is also required. Must have excellent interpersonal communication, customer service, writing, tact and diplomacy, and presentation skills. Must be able to work with a diverse set of individuals who have varying degrees of familiarity with geospatial analysis and to work in a fast-paced and dynamic environment with technical team members. Excellent working use of MS Office, Google, and web-based applications is also required.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees must have worked in their present position for at least one year in order to be eligible for consideration.

3. Current employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae in English that provides the same information found on the UAE; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TGGUSAID@state.gov

POINTS OF CONTACT:

Department of State - Human Resources Office:
Gerta Reyes: 2236-9320, Ext. 4522; Fax: 2221-4002

USAID/Honduras – Human Resources Office:
Sandra Aguilera: 2236-9320, Ext. 4859; Fax: 2236-7776

CLOSING DATE FOR THIS POSITION: October 13, 2015

The US Mission in Tegucigalpa, Honduras 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.

See <http://honduras.usembassy.gov> or <http://www.usaid.gov/where-we-work/latin-american-and-caribbean/honduras>
for additional information and employment opportunities
