



USAID | HONDURAS

FROM THE AMERICAN PEOPLE

Vacancy Announcement No. ST-FSN-21-13

OPEN TO:	All interested candidates who have the required work and/or residency permit
FULL LEVEL OF PERFORMANCE:	FSN PSC – 12
LOCATION OF POSITION:	Education Office (EDO), Tegucigalpa, Honduras
POSITION TITLE:	Project Management Specialist (Education Advisor)
OPENING DATE:	June 7, 2013
CLOSING DATE:	June 21, 2013
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. 733,559.00 to L. 1,247,047.00 per year.

BASIC FUNCTION:

The Education Advisor will provide education sector expertise on education policy reform, education management and effective strategies for sustainable improvements in basic education outcomes. S/he will serve as advisor to USAID Honduras management and the Education Office Director and develop education sector strategies within USAID's larger development objectives. The Education Advisor will focus on national education policy development and reform including issues related to financing and resource utilization, classroom practice, and education decentralization in Honduras. As senior advisor for policy-related aspects of the Mission's education program, this position will work closely with the Ministry of Education and other donors to maximize the effectiveness of public sector financing and to achieve planned 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 by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

1. Program Policy Guidance (45%)

The Education Advisor will provide the Education Office and USAID Mission with expert guidance on education sector reform, education sector financing, and education administration. The Education Advisor will work closely with the Education Office Director and at times with the Mission Director, Deputy Mission Director, or members of the Embassy Country Team on issues related to the Education sector in Honduras. The Education Advisor will be a key technical writer on education sector policy in Honduras, and will provide various strategic, briefing, and reporting documents based on his or her analysis. S/he will report to the Education Office Director and have frequent direct contact with senior Mission Management and/or US Embassy State Department staff, with the Ministry of Education and other donors, and with USAID/Washington regarding matters relating to education sector policy in Honduras. The Education Advisor will be the Mission's principal adviser on education policy in Honduras and will advise on education sector initiatives and strategic planning, educational laws and policies, and education financing.

2. Management of Activity Implementation (40%)

S/he may participate in the design and management of USAID education programs and projects and will assess potential programs to ensure that USAID education strategy and policy in Honduras address key issues in the sector and that investments in the sector produce positive results. At the same time, s/he will ensure that USAID/Honduras' basic education activities are in line with international and local best practice and complementary to efforts of other donors. The Education Advisor may provide oversight to contractors and grantees by serving as technical advisor and alternate Contracts Officer's Representative

(COR) or Agreement Officer's Representative (AOR) for selected implementing partners. When performing as a COR/AOR, the incumbent will manage all technical, administrative, and financial aspects of these programs. S/he will closely track the Ministry's priorities for related technical areas, engage in dialogue on these priorities with the Ministry and other donors, and ensure that USAID programming contributes to the Honduran government's long-term objectives for the education sector. S/he will verify and report on program impact at the level of the Ministry of Education and targeted beneficiaries. In addition, the Education Advisor will contribute to the team's Development Outreach and Communications strategy by writing program success stories and sharing information on USAID/Honduras' education program with audiences in Honduras and the United States.

3. Representation to the Ministry of Education, Other Donors and Stakeholders (15%)

The Education Advisor will establish and maintain collaborative relationships with a wide range of partners and stakeholders including central and decentralized levels of the Ministry of Education, other donors, and private sector and NGO representatives working to improve education in Honduras. The Education Advisor will represent USAID in a variety of different official settings, including to senior levels of the Government of Honduras.

REQUIRED QUALIFICATIONS:

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

EDUCATION: Master's degree in Education, Project Management or related field is required.

EXPERIENCE: At least seven years of professional experience in supporting education reform programs and/or initiatives, including at least three years in strategy development and program management, is required, preferably including direct experience in basic education improvement programs, education finance, and education administration. Demonstrated strategic planning, policy experience and problem solving skills on complex bilateral/multilateral and/or public sector programs are required.

LANGUAGE: Level IV (fluency) in English and Spanish is required. This will be tested. 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.

KNOWLEDGE: Knowledge of the education sector in Latin America, including the range of issues and challenges impeding access to quality basic education is required. Knowledge of issues specific to Honduras required. Familiarity with education financing models and with public education sector initiatives including multi-donor sector investment programs is required. The incumbent is expected to bring state-of-the-art knowledge and international best practices in the areas of education policy, administration and financing, programming and/or evaluation. Knowledge and/or previous experience with education system decentralization, education sector planning and community participation in education will be preferred.

SKILLS AND ABILITIES:

Demonstrated ability to work on a team is required. Skill in conceptualizing programs, policies, plans and developing strategies for their implementation. Must have a high degree of managerial, analytical and leadership skills in program management and the ability to negotiate with high level Government of Honduras (GOH) Officials and executive directors of major U.S. NGO and private sector partners. Must have the ability to obtain, analyze, and evaluate a variety of data and information to make meaningful recommendations. Must be able to develop and maintain a wide range of senior level contacts in the public and private sectors. Computer knowledge in windows applications (word, excel, power point) is required.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident 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 Work Plan and 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 Ordinarily Resident applicants must be a naturalized citizen of the host country or have the required work and/or residency permits 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 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; plus
4. 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

POINT OF CONTACT:

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: JUNE 21, 2013

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://transition.usaid.gov/hn/employment.html>
for additional information and employment opportunities

Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
 - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).