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Vacancy Announcement USAID FSN No. 12-009

Position Title:	Project Management Specialist (DG)
Full Level of Performance:	FSN PSC - 11
Area of Consideration:	All interested candidates who have the required work and/or residency permits
Location of Position:	Democracy and Governance Office (DG), Tegucigalpa, Honduras
Starting Date:	August 2, 2012
Closing Date:	August 13, 2012
Hours of Work:	Monday through Friday (40 hours per week)

BASIC FUNCTION:

The employee serves as the Program Management Specialist and advisor for democracy and governance activities with emphasis on those related to citizen security. These activities address but are not limited to good governance, crime prevention as it relates to good governance, rule of law and human rights, political competition and consensus building, and civil society. The employee is responsible for identifying and facilitating public-private partnerships; for providing technical assistance and coordination with senior and technical level governmental officials, nongovernmental organizations (NGOs), professional associations, USAID implementing partners, and others. The employee works under the supervision of the Democracy and Governance (DG) Office director.

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) Leads the implementation of democracy and governance activities. (40%)

Manages the implementation of democracy and governance activities ensuring compliance with program objectives and timelines, and with United States Government (USG) and Government of Honduras (GoH) host country laws, regulations, and policies; Establishes and maintains technical and policy dialogue with senior and working level governmental contacts; Oversees politically-sensitive activities of NGO and other partners; Develops and drafts short and long-term planning documents such as strategic plans; Writes complex and long-term procurement documents such as scopes of work; Prepares and/or supervises preparation of program documentation, including waivers, justifications, action memoranda, procurement documents, procurement and financial plans; Manages one or more implementing mechanisms and is responsible for establishing appropriate coordination between implementing partners, NGO partners, and GOH host country counterparts to ensure implementation of USAID programs; Exercises Contracting or Agreement Officer Representative (COR/AOR) responsibilities and/or supervisory COR/AOR responsibilities; Prepares contributions for program performance management plans and performance reports; Plans, designs, implements, prepares, and contributes to evaluations, assessments, and audits of DG activities.

2) Provides Technical Leadership. (20%)

Provides technical leadership and serves as U.S. Embassy resource on specialized subjects including but not limited to good governance, crime prevention, municipal finance, rule of law and human rights, political competition and consensus building, and civil society. Analyzes current events, trends, and patterns, and assesses threats and opportunities for USAID assistance. Provides detailed presentations at USAID, Embassy, donor, and other fora. Presentations are in oral and written form, and involve briefings, advice, persuasion, and defense of USAID policy and program positions. Provides more frequent and less formal briefings to USAID and U.S. Embassy staff as requested. Remains current on covered subjects and advises, briefs, and modifies program activities accordingly. In the absence of the DG Office Director, the incumbent may be occasionally called to serve as DG Office Director in an Acting capacity.

3) Ensures Coordination. (20%)

Ensures coordination among different USAID/USG programs, and coordination of activities and policy dialogue among international and bilateral donors, including donor tables; prepares and leverages joint donor submissions; liaises with the governmental and civil society leaders to promote tripartite coordination; represents USAID in various fora and technical commissions.

4) Public-Private Alliances. (20%)

Establishes and coordinates public-private partnerships that can lead to more sustainable development outcomes particularly in the area of crime prevention; engages possible partners through outreach efforts; lays the groundwork for constituting alliances and leveraging resources; establishes high-impact partnerships, and liaises with other USAID offices.

DESIRED QUALIFICATIONS:

EDUCATION: A university degree in law is required, with multi-disciplinary experience desired in the areas of business administration, public administration, social sciences, or a related field. A master's degree in law is strongly preferred.

EXPERIENCE: A minimum of seven (7) years of professional experience in rule of law, public financial management, transformation of government strategy and operations, institutional strengthening of municipal government, development assistance, or a related field is required. Experience must include at least five (5) years of program/project management, design, implementation, and monitoring.

LANGUAGE: Level IV (Fluent) in English and Spanish. High degree of proficiency in both written and spoken language, including the ability to translate and to easily understand legal terminology and nuances.

KNOWLEDGE: A detailed and broad knowledge is required on Honduran laws, institutions, practices, and procedures in security sector institutions, municipal law, transparency, and human rights. Must have a good understanding of fiscal and tax policy, public administration, and transformation of government strategy and operations, and also of principles, concepts, and practices of crime and violence reductions strategies and best practices. Sound knowledge of the political, economic, social, and cultural environment in Honduras, particularly as it pertains to transparency and violence reduction is also required.

SKILLS AND ABILITIES:

Must be able to understand Mission strategies, policies, and regulations in program management. Leadership and initiative to manage a complex program with minimum supervision, using a team-based approach. Ability to establish and maintain senior level contacts and technical dialogue with GOH and US Embassy officials, NGO and contractors. Highly analytical and ability to transmit complex concepts in a clear and concise manner. Ability to advise, persuade, and advocate on governance and security sector issues. Ability to perceive, anticipate, and adapt to changing circumstances, understand complex and politically sensitive issues. Tact, diplomacy, and discretion must be exercised as all work is performed in a politically sensitive and high stake environment. Ability to work under pressure and to be able to use computer-based technology and softwares. Strong interpersonal and management skills.

Additional selection criteria: *The selected applicant will have to satisfy the requirements of a preemployment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation at the FSN-11 grade ranges from L.597,060.00 to L.1,014,996.00 per year. The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the qualifications listed above.*

Qualified applicants should submit their **résumé in English** to USAID/Honduras no later than **August 13, 2012**. Applications can be sent by mail to: USAID/Honduras EXO/PER, P.O. Box 3453; by e-mail to: DGSpecialist@usaid.gov; or by fax to: 2236-7776. Please ensure the application makes reference to the Position Title mentioned in this announcement.

Ken Seifert
Acting Executive Officer