



United States Department of State

U.S. Embassy Pristina

EXTERNAL VACANCY ANNOUNCEMENT
03/2016

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **USAID PROJECT MANAGEMENT SPECIALIST (RULE OF LAW)**
OPENING DATE: MARCH 17, 2016
CLOSING DATE: MARCH 31, 2016
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN-9 (€17,920.00 – €25,083.00)
NOTE: **The USAID Democracy and Governance Office is recruiting for one (1) career ladder position, which provides the potential for the incumbent to progress to the FSN-10 (T) and subsequently to the FSN-11 grade level. Attainment of the higher grade level is contingent upon the Project Management Specialist (Trainee) successfully completing required training, meeting agreed upon objectives and milestones, and performing at a fully successful (or equivalent) level.**

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Pristina is seeking a qualified individual for the position of:
PROJECT MANAGEMENT SPECIALIST (RULE OF LAW).

BASIC FUNCTION OF POSITION

The Rule of Law Project Management Specialist is a subject matter specialist responsible for managing key components of the USAID/Kosovo portfolio of Democracy and Governance activities, and for providing technical advice to senior Mission management, staff, and implementing partners on the design, management and implementation of USAID-funded rule of law activities. The portfolio covered by this position includes issues of judicial independence, professionalism and efficiency; commercial law; legal profession; professionalism, legal education, property law and legislative and constitutional law.

The incumbent will perform these functions in a complex environment. Rule of law functions in the Government of Kosovo (GoK) are carried out by the Ministry of Justice (MoJ) that is growing in competencies but requiring continued guidance and support from international development actors. Kosovo's judiciary, an independent branch of government that is managed, governed and administered by the Kosovo Judicial Council (KJC), is also severely resource-constrained. In addition to the GoK and the KJC, international donors and actors (such as the EU, OSCE, UNDP and the Norwegian Embassy)The United Nations Mission in Kosovo (UNMIK), composed of various international organizations, has phased out its ROL functions, transitioning them to Kosovar management; soon the European Union Rule of Law Mission in Kosovo (EULEX) will exit the country as well. Several Kosovo civil society organizations, such as NGOs, professional associations and universities, are also involved, but most lack institutional capacity and experience working in a democratic society. The incumbent will interact with these organizations on a regular basis and will coordinate USAID activities with the Departments of State and Justice, including officials in the U.S. Embassy Pristina and from Washington, with specific interest in rule of law, justice, legal education, justice sector reform, commercial law, and the Kosovo legislative drafting process.

MAJOR DUTIES & RESPONSIBILITIES

(1) Program Oversight (70%)

The incumbent is responsible for managing a portfolio of activities that support development of the rule of law in Kosovo. His/her responsibilities include COR/AOR and activity manager duties for key multiyear activities in the areas of constitutional law, judicial independence, court transparency and efficacy, commercial law, property law and the legal profession and legal education, including efforts to reform relevant legislation, and introduce innovations for mediation and resolution of commercial disputes to support business growth and investment. The incumbent will manage and monitor the implementation of: 1) a foundational commercial law program that will focus on the enforcement of obligations, the enforcement of judgments and the creation of an entire Alternative Dispute Resolution (ADR) system for Kosovo, 2) a complex, multi-year program aimed at improving the legal environment for property rights, including women's inheritance rights. The incumbent will monitor the quality and effectiveness of assistance provided, including training, to law students, lawyers and other legal professionals. 3) the incumbent will also lead the Mission's efforts on government-to-government (G2G) in the rule of law sector, which will require close interaction with government counterparts at the municipal and central levels intensive monitoring, and keen understanding of USAID policies and procedures; 4) the incumbent serves as the Mission's legal expert on judiciary-related legislation, courts reform and constitutional interpretation issues. The incumbent provides assistance to the judicial reforms processes and organizes and coordinates the USG assistance to the Government and/or Assembly in this field. The incumbent will assist in the development and implementation of the GoK's comprehensive Justice Sector Assessment, including by scheduling, leading and documenting the outcomes of multi-donor meetings; interfacing with Ministry of Justice personnel on design and implementation of the Assessment; and reporting on outcomes to USAID and interagency staff. The incumbent supports USAID's assistance to Government of Kosovo's legislative drafting efforts and provides technical assistance to the committees interpreting or drafting legislation related to the justice sector. The incumbent gathers information about the planning and implementation of the judicial reform process across the Government, analyzes those developments and provides advice to senior Mission management and staff on the progress with USAID provided assistance, obstacles and areas where complimentary opportunities exist between USAID programs and interagency initiatives. S/he attends meetings and legislative drafting working groups and guides the USAID Mission to help ensure that policy dialogue with the GoK and International Community are reflected in legislative development, passage and subsequent implementation; and, 5) other activities, as assigned, promoting the rule of law, legislative reform and good governance.

As Manager and COR/AOR for assigned activities, s/he represents USAID at specific public events and in donor coordination functions, while monitoring the work of both implementing partners and recipient sub-awardees, attending relevant activities and reporting to the DGO Director, the Rule of Law Specialist and Mission Management on relevant aspects. S/he will also support the management of other rule of law programs (including by serving as Alternate COR) and will collaborate closely with other existing programs supporting the legal and justice sectors, with other DGO activities in governance, civil society and political processes, and with Mission initiatives to support the business environment and economic growth.

S/he will plan, develop and provide technical advice on the development of the Mission's new and ongoing initiatives in the justice sector and commercial law areas, as well as other areas of the DG portfolio including: governance and institutional strengthening activities within the Mission's DG portfolio. S/he will continuously gather information about, and keep current on, developments in all sectors in Kosovo that fall under the DGO portfolio with particular emphasis on the rule of law area, analyze those developments and provide information to senior Mission management and staff on the implications for program design and implementation. Additionally, s/he will monitor and help evaluate USAID-funded rule of law activities, including making site visits as necessary.

S/he prepares program related draft scopes of work and justifications for follow-on programs; prepares scene-setters and talking points for DGO or Mission management use at public events; collaborates in design of and drafts budgets

for new activities; and works closely with other DGO managers to assure project management responsibilities as assigned by the DGO Director or the Team Leader. The incumbent provides project management duties such as review of annual work plans, approval of quarterly and other reports, project monitoring and evaluation (including site visits), and meetings with implementing partners. As COR/AOR, the incumbent is responsible for the content of all required official files, and advising support staff, as needed.

(2) Coordination(10%)

The incumbent maintains close and continuous contacts, provides technical advice, and supports efforts aimed at policy dialogue with the Kosovo legal community, representatives of international organizations, NGOs, foreign donors, and USAID assistance providers involved in implementing rule of law activities in Kosovo with particular emphasis on the activities related to access to justice, judicial independence, commercial law, property law and the legal profession. S/he will frequently represent USAID at meetings with such organizations, including meetings with high level representatives of the Government of Kosovo, EULEX Mission, and various other international organizations. Specific coordination will be required with the US Embassy in Pristina, and EULEX personnel.

(3) Strategy Development (15%)

The incumbent provides analysis, advice and recommendations regarding the formulation of an assessment to prepare for a Justice Sector strategy for legal and judicial system development in Kosovo, including review of methodologies and scope of assessment with MoJ officials, interfacing with multiple donors on funding and resource contributions, and providing guidance to multi-donor assessment team. Development of this strategy will affect future planning on the management and implementation of rule of law activities in the Mission's portfolio. Participates and assists in the development of Mission strategic plans, and other strategic planning and reporting documentation related to the Mission's rule of law activities.

(4) Direction to Support Staff (5%)

The incumbent shares in providing direction to any permanent or intermittent support staff within DGO, assigning and advising him/her on necessary administrative and other tasks, including preparation of communications and documents, and office information flows. S/he advises support staff in scheduling relevant appointments for him/herself, and for other DGO staff and Mission management. Travel within and outside of Kosovo will be required.

REQUIRED QUALIFICATIONS

Education: Master's degree in the field of law, public administration, political science or international relations is required. Knowledge of civil law legal systems and legal systems historically used in the region is highly desirable.

Prior Work Experience: Two to three years of progressively responsible professional experience, preferably in the legal field and/or development field is required. At least one year working in a complex organizational structure and project management. Such experience should be of a nature as to equip the incumbent with the ability to understand program design and management requirements and to apply a variety of USAID program and project regulations, guidelines and procedures. Interest in legal reform is essential. Familiarity with foreign assistance models and programs is an advantage.

Language Proficiency: Level IV fluency in Albanian and/or Serbian is required. Level IV (Fluent) English proficiency, both oral and written, is required. If fluent in Albanian, level III in Serbian required. If fluent in Serbian, level III in Albanian is required. Strong written and verbal communication skills required.

Knowledge: An in-depth understanding of the current legal, governance and political issues in Kosovo, coupled with an appreciation for the importance of legal reform in a democratic society.

Abilities and Skills: Experience and skills in the following are required: a) knowledge in legal reform and/or governance sector and ability to keep abreast of current developments and trends in this field; b) project management experience and skills; c) project design (knowledge of strategic objectives, ability to pair resources with needs, ability to review and critique project implementation, ability to review and critique evaluations); and d) computer skills in word processing and spread-sheets. Interpersonal skills: Prior experience and demonstrated ability to communicate and interact with senior government officials and international organizations. Demonstrated ability to work productively in a multi-cultural team environment. Ability to work collaboratively with host government officials and representatives of international organizations, foreign donors, non-governmental organizations, and USAID assistance providers.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

- 1) Universal Application for Employment (UAE);
- 2) A current resume or curriculum vitae that provide the same information found on the UAE;
- 3) Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application;
- 4) Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above;
- 5) Copy of Kosovo ID or Passport; and copy of the Residence Permit for international applicants.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

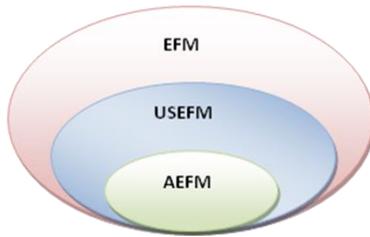
Hand deliver to:
HUMAN RESOURCES OFFICE
U.S. EMBASSY PRISTINA
RR. NAZIM HIKMET NR. 30
10000 PRISTINA, KOSOVO

CLOSING DATE FOR THIS POSITION: MARCH 31, 2016 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina 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.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved [Form OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **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.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally 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).