



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
09/2014

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **RULE OF LAW PROJECT MANAGEMENT SPECIALIST, FSN-09**
OPENING DATE: APRIL 7, 2014
CLOSING DATE: APRIL 22, 2014
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN-9 (17, 920.00 €)

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

This position is a part of an established career ladder, which provides for the potential to progress to the Foreign Service National (FSN) FSN-10 and, subsequently, to the FSN-11 grade level. There is no potential for the incumbent to become a permanent FSN-09 in this work assignment. Attainment of the higher grade levels is contingent upon the ROL Specialist (Trainee) successfully completing required training, meeting agreed upon objectives and milestones, and performing at a fully successful (or equivalent) level. Promotion to the FSN-10 and to the target FSN-11 grade levels is mandatory, and failure to achieve that high level of performance may be the basis for reassignment, change to lower grade, or dismissal.

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

MAJOR DUTIES AND RESPONSIBILITIES:

Serves as the alternate A/COR (A/AOTR) to manage activities or programs in the rule of law sector. The ROL Specialist (Trainee) works with the senior DGO staff to manage, monitor, and evaluate projects under his/her mandate requiring the incumbent to develop strong project management skills and to become familiar with the full range of USAID implementing mechanisms. The incumbent ensures that activities or projects are achieving impact and that results are consistent with the USAID Kosovo Country Development and Cooperation Strategy. S/he will report on results and issues, as required in Mission portfolio reviews.

S/he assists the senior DGO staff in ensuring that activities/projects are compliant with USAID programming policy, financial, and procurement regulations. Under the guidance of the senior DGO staff, s/he prepares program related documentation such as GLAAS requests and Source, Origin and Nationality Waivers; drafts scopes of work, project specific documentation, and justifications; collaborates in design and drafts budgets for new activities, prepares accrual reports, and reviews project pipeline. S/he performs 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. The ROL Specialist (Trainee) will develop the ability to provide authoritative technical guidance to the implementing partners.

S/he will develop and maintain a strong, collegial relationship with implementing partners. S/he is expected to provide basic programmatic guidance and assistance to the implementing partners. Finally, the incumbent is responsible for the content of all required official files and keeps an organized and useful record of management actions and decisions. (60%)

Under the guidance of the senior DGO staff, s/he completes performance monitoring plans for the rule of law portfolio and conducts data quality assessments. S/he verifies reported information through site visits, review of project documents, and desk analysis. Participates in assessments and other analyses related to the rule of law portfolio and provides recommendation, as appropriate. (10%)

The ROL Specialist (Trainee) assists in the timely preparation of all reporting requirements and supports communications and outreach efforts in the rule of law sector. This includes preparation of USAID program-related documents such as program design and approvals, scopes of work, Operational Plan and Performance Plan reporting. S/he will draft reports, prepare graphs, tables, fact sheets, presentations, and documents in English that comply with USAID guidance and standards; prepares briefing memoranda, speeches, letters, talking points, PowerPoint presentations and similar documents; and, reviews USAID/Kosovo reporting documents and ensures accuracy of technical information and data related to the rule of law. S/he organizes, synthesizes, describes, and presents information in different formats based on audience needs and prepares and conducts presentations as appropriate. (20%)

Supports the senior DGO staff in managing the activities under the USAID/Kosovo Rule of Law portfolio, particularly the engagement of key stakeholders such as the Ministry of Justice (MOJ), Kosovo Judicial Council (KJC) and representatives of various international organizations; foreign donors; USAID assistance providers; OSCE; Kosovar judges, court officials, and attorneys; municipal and local government representatives; officials at the US Embassy Pristina and other US government agencies; representatives of NGOs, other civic groups, universities, and any other assistance to providers active in the legal reform in Kosovo. (10%).

Performs other duties as assigned or required.

REQUIRED QUALIFICATIONS:

Education: Possession of a Bachelor's Degree in Law or country equivalent is required.

Prior Work Experience: Two to three years of progressively responsible professional experience in the international development and/or in the legal field. At least one year of experience working in the legal field is highly desirable. At least two years working in a complex organizational structure and experience in preparing a range of written reports and documentation in English is required.

Language Proficiency: Level 4 (Fluent) English and Albanian proficiency, both oral and written.

Knowledge: Knowledge of Kosovo's judicial system and rule of law issues and the challenges and opportunities open to improving it, or the ability to quickly gain such knowledge, is highly desirable. An understanding of project cycle management, program design, procurement, implementation, and monitoring is strongly desired.

Skills and Abilities: The potential to acquire the ability to conceptualize, analyze, plan, and monitor projects is required. The ability to achieve results on time and take initiative with minimal guidance is required. An ability to

deal effectively with high-level representatives of the U.S. Government, Government of Kosovo (GOK), local leaders, and colleagues in USAID is required. The incumbent must have strong interpersonal skills, the ability to work effectively within fluid team frameworks, and excellent writing and presentation skills with special attention being paid to detail, timeliness, and quality. The potential to acquire the ability to provide sound technical advice to implementing partners is desired.

Strong computer skills in specialized software, including Microsoft Word, Excel, PowerPoint, and Outlook are required. The incumbent must be able to use Windows 7, the Microsoft Office Suite, word processing and spreadsheets, and other presentation software consistent with the need to work independently with minimal administrative support.

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 provides 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 copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver to:

Embassy Human Resources Office

Rr. Nazim Hikmet Nr.30

10000 Pristina, Kosovo

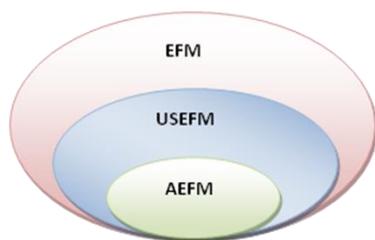
CLOSING DATE FOR THIS POSITION: APRIL 22, 2014 - BY COB (CLOSE OF BUSINESS)

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).