

## VACANCY ANNOUNCEMENT

(Announcement No. 15/05)

**OPEN TO:** All Interested Applicants  
**POSITION:** **Resident-Hire U.S Citizen Personal Services Contractor (USPSC) – Development Assistance Coordinator for Laos, USAID/RDMA, GS-11**  
**OPENING DATE:** March 16, 2015  
**CLOSING DATE:** March 31, 2015, Tuesday, at 4.00 pm Bangkok Time  
**WORK HOURS:** 30-40 hours/week  
**SALARY:** Salary to be paid within this grade will depend on experience, qualifications, and salary history.

**NOTE: THE SUCCESSFUL CANDIDATE IS REQUIRED TO OBTAIN THE APPROPRIATE VISA AND WORK PERMIT ON HIS/HER OWN.**

The U.S. Embassy in Vientiane is seeking an individual for the position of **Development Assistance Coordinator for Laos** in the USAID/RDMA Section.

### **BASIC FUNCTION OF POSITION**

USAID is seeking an officer to serve alongside the USAID/RDMA Representative in Vientiane to coordinate programs that address development challenges facing Laos. The successful candidate will work under a United States Personal Services Contract (USPSC). The officer will report directly to the USAID/RDMA Representative in Laos, but will also work closely with the political/economic section of U.S. Embassy Vientiane.

The incumbent will be expected to acquire a full grasp of USAID programs in Laos, and be able to support the USAID Representative leadership role. Alongside, and during the absence of the Representative, the incumbent will be expected to represent USAID and U.S. policy with partners such as the World Bank, Asian Development Bank, UN, and other bilateral and multilateral donors. The incumbent will also represent RDMA at government-led sector working group meetings, and represent USAID within Embassy Vientiane.

The incumbent should possess superior organizational skills and high-quality situational assessment and interpretation skills.

### **QUALIFICATIONS REQUIRED**

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

1. **Education (15%)**: A Bachelor's degree in a relevant international development assistance field such as international development, international public health, development economics, international relations, political science, business administration, law or other closely related field required. A Master's degree is preferred.
2. **Experience (40%)**: At least 5 years of practical professional experience in relevant areas related to international assistance, interagency cooperation and program planning, analysis or management, as well as the ability to function in complex, frequently changing political and economic conditions required; previous US Government experience is highly desired.

3. **Ability and Skills (45%):** In-depth understanding of international relations and economic and political issues affecting less-developed countries as well as an ability to utilize this knowledge is required. Knowledge in this area (international relations, economic and political issues) related specifically to Laos desired. Sound judgment on technical and institutional issues, resulting in the ability to develop recommendations required.

High level of energy, sound judgment, and good initiative are required.

Strong communication and negotiation skills are essential, including excellent writing, reporting, drafting, and editing skills as well as well-developed presentation and briefing skills required.

Excellent inter-personal and teamwork skills, including an ability to work well with colleagues and counterparts at various levels representing a wide range of cultural backgrounds required.

Understanding international assistance and donor coordination in general is required with specific knowledge of public health, environment, trade policy and integration, democracy and governance, vulnerable groups, labor market and competitiveness desired.

Knowledge of Lao not required but desirable.

**Language Proficiency:** English fluency required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. The incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government officials at the Senior Minister level and lower; 3) numerous international and local organizations, donors and other embassies; 4) various Washington based U.S. Government agencies, and 5) the general public.

**Physical Condition:** The incumbent must be in a good physical condition, willing and able to travel within Laos and regionally by car, boat, and plane for extended periods of time, as requested or necessary.

## **HOW TO APPLY**

Interested applicants for this position must submit the following for the application to be considered:

1. Fully completed and hand-signed copy of an Optional Application for Federal Employment Form (OF-612)

Forms are available at the following website:

<http://www.gpo.gov/pdfs/careers/apply/of612.pdf> or at Federal offices. Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

2. A current resume or curriculum vitae (CV);

3. Personal Information: full name, mailing address, email address, day and evening phone numbers, and country of citizenship;
4. A minimum of three and a maximum of five references, including two references which must be from direct supervisors who can provide information regarding the applicant's knowledge.
5. Information on current or prior U.S. Government security or employment authorization clearance and current or prior U.S. Government/employment medical clearances.
6. Copies of required work and/or residency permits (if selected).

**SUBMIT APPLICATION TO**

Regional Office of Procurement

USAID/RDMA

25<sup>th</sup> Floor, Athenee Tower,

63 Wireless road, Lumpini,

Pathumwan, Bangkok 10330

(Hardcopy or e-mail attachments are accepted)

Email submissions shall be sent to Ms. Suthicha Chussananalin, Acquisition Specialist, at the email address [schussananalin@usaid.gov](mailto:schussananalin@usaid.gov) with a copy to Mr. Paul Martin, Contracting Officer, at [pmartin@usaid.gov](mailto:pmartin@usaid.gov). To ensure delivery by the due date it is recommended that applications be sent in as email attachments. Applications that are received without a signature or incomplete applications will not be considered for the position.

Only shortlisted candidates will be notified.

**CLOSING DATE FOR THIS POSITION: March 31, 2015, Tuesday, at 4.00 pm Bangkok  
Time**

An Equal Opportunity Employer