

U.S. Embassy Nouakchott
VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: VA#48FY-16

OPEN TO: All interested candidates
POSITION: Program and Grants Deputy Coordinator, FSN-08 or FP-06
OPENING DATE: Thursday, July 21, 2016
CLOSING DATE: Thursday, August 4, 2016
WORK HOURS: Full-time; 40 hours/week
SALARY: Ordinarily Resident: FSN-08
Not-Ordinarily Resident (NOR): FP-6
Final Grade/step for NORs will be determined by Washington

NUMBER OF POSITIONS TO FILL: One (1)

LENGTH OF HIRE: Indefinite

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

The U.S. Embassy in Nouakchott is seeking one individual for the position of Program and Grants Office Deputy Coordinator FSN-08 within the Program and Grants Office.

BASIC FUNCTION OF POSITION:

Incumbent manages a high-level, highly visible program of Direct US government assistance. Ensure that requests are developed and submitted for consideration, timelines and checklists are set up for each approved project, vouchers are approved and submitted, reports are completed and projects are closed out in a timely manner. Work closely with the USAID Controller to ensure that the necessary fiscal paperwork is prepared and submitted to the responsible USAID office. Work closely with Public Affairs Section to seek out opportunities to increase local awareness of the Special Self-Help Program. Perform consultative, advisory, monitoring and evaluating services in coordinating Mission's community based programs, which administers an average \$200,000 per year for up to 37 separate projects. Travel frequently, review proposal and inspect progress on projects funded through the Ambassador's Special Self-Help Fund and other assistance programs. Discuss project proposals and implementation with persons or groups directly or indirectly involved, including Mauritanian and U.S. Government officials. Evaluate and recommend projects for approval, coordinating the approval process. Work with Procurement and Financial Management sections and USAID and Washington Offices; manage budgets and payments. Write reports on projects and related activities. Manage the Self-Help program: meet applicants, develop materials, receive and computerize all the proposals submitted to the SSH office for funding, file all applications in the three categories (active, funded, rejected), draft SSH correspondences; drafting mid-year and

annual SSH reports. Conduct site visit trips to evaluate proposals, conduct follow-up visits. Report on project implementation and progress. Assure compliance with USG regulations: prepare vouchers for payment for the Office of Controller USAID. Provides support to HAP/POL/ECON and PGO on development related issues.

QUALIFICATIONS REQUIRED:

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

1. **Education:** University degree required.
2. **Prior work Experience:** Three years' experience in general business or project management and five years' experience in development, public sector, or other organization which would facilitate development of sufficient contacts in host government.
3. **Language Proficiency:** Level IV (fluent) English, Level IV French. Document translation required. (**Language skills will be tested.**)
4. **Job Knowledge:** Thorough knowledge of host government organizations and institutions. Knowledge of Mauritania's national development strategies, as well as community priorities/needs. Familiarity with rural development programs. Knowledge of accounting and budget procedures. Advanced computer skills with knowledge of Word, Excel and Power point. Must be able to communicate easily with both Francophone and Anglophone interlocutors. Knowledge of other local language required.
5. **Skills and Abilities:** Must be able to develop and maintain working level contacts with technical partners, Government, local NGOs, and Community-based organizations. Must be able to obtain, evaluate, and interpret data. Must be able to manage.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status 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 are not eligible to apply.
4. Currently employed USEFMs who hold a FMA appointment are ineligible to apply for an advertised position within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Resident (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless Currently hired into a position with a When Actually Employed (WAE) work schedule.

HOW TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. (Form DS- 174) Please use the following link to access the form
<http://mauritania.usembassy.gov/employment.html>
Universal Application for Employment (UAE) as a locally Employed Staff or family member
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

There are three ways to deliver your application:

1. **DELIVER APPLICATION WITH ANNOUNCEMENT NUMBER: VA#48FY-2016** on the envelope to the front gate application deposit box at the Embassy guard reception.
2. **MAIL APPLICATION TO:**
Human Resources Office
P.O. Box: 222
American Embassy Nouakchott
E- mail: HRONouakchott@state.gov
3. **E-MAIL.**

Application packages containing all the information listed in items "1" through "5" above can be scanned into PDF format and sent as a single file to the above E-MAIL address. Files should not exceed 10 MB or they may be rejected by the Embassy's Server.

POINT OF CONTACT:

Human Resources Office
Telephone: 525-2660 ext: 4534 or 4475
Fax: 525-1592

CLOSING DATE FOR APPLICATIONS FOR THIS POSITION: Thursday, August 4, 2016

**ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION
WILL BE CONTACTED FOR TEST AND/OR INTERVIEW.**

The US Mission in Nouakchott 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.

Drafted: HR: SBMess 
Cleared: PGO: ADiakite 
Approved: MO: JBournes 