



**American Embassy Maputo
Mission Mozambique Vacancy Announcement No.005/12
DATE: February 29, 2012**

An Equal Opportunity Employer

Open To: All Interested Candidates

Position: Small Grants Program
Coordinator(Full Grade) , FP-5;
FSN-10

Location: U.S. Embassy, Maputo

Opening Date: February 29, 2012

Closing Date: March 21, 2012

Work Hours: Full Time; 40 hours/week

Salary: Not-Ordinary Resident (NOR) :
Position Grade: FP-5
(Final grade will be determined by
Washington)
Ordinary Resident (OR) :
Position Grade: FSN-10

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS NOT CONTACTED WITHIN 30 DAYS SHOULD CONSIDER THEIR APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED OF THE RESULTS OF THE INTERVIEW.

The U.S. Embassy in Maputo is seeking one individual for the position of Small Grants Program Coordinator at the Political/Economic Section of the American Embassy Maputo.

BASIC FUNCTION OF POSITION

Incumbent administers and manages the Mission's Small Grants Coordination Office, which currently incorporates several funds, including the Ambassador's Self Help Fund, PEPFAR Small Grants, and humanitarian demining programs and oversees the entire life cycle of the grants, including making recommendations to senior management for the awarding of the grants to monitoring progress and preparing close-out reporting on completed projects. The position is also responsible for overseeing end-use monitoring for U.S. Government funding provided for other small projects in Mozambique, and may manage other funds that become available to the Section. The position is directly supervised by the Political-Economic Section Chief and supervises one small grants manager and one program intern.

A copy of the complete position description listing all duties and responsibilities is available at the Human Resources Office.

QUALIFICATIONS REQUIRED

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

1. A bachelor's degree is required. Preference will be given for a degree in Business Administration, Public Administration, Finance, International Development or related field, or any undergraduate degree with master's level study in Finance, Administration, International Development or related field.
2. At least five years of experience in positions requiring extensive administrative responsibilities with program funding experience is required. One year supervisory experience is required.
3. Fluency (level IV) in speaking/reading/writing English is required. Rudimentary (level I) speaking/reading knowledge of Portuguese is required.
4. A detailed working knowledge of U.S. policies and regulations governing grants is recommended. Furthermore,

experience in International Development would be beneficial to this program.

5. The ability to prepare detailed reports in English and to deal with multiple challenges and deadlines in a fast-moving environment is required. Good numerical skills manipulating numbers are required. Good computer skills, including familiarity and use of word processing and spreadsheet software is required. Ability to work independently, using judgment in administering existing projects and establishing lists of new projects based upon guidelines provided.

SELECTION PROCESS

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

ADDITIONAL SELECTION CRITERIA

1. Management will take into account nepotism/conflict of interest, budget, and residency status in determining a successful candidate.

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 U.S. Citizens EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed 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.

6. The candidate must be able to obtain and hold a Secret security clearance.

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above. Mozambican citizens must include a copy of their passport or birth certificate. Candidates must submit required work and/or residency permit for employment in Mozambique, as applicable.

SUBMIT APPLICATION TO:

By Hand: Human Resources Office
U.S. Embassy
193, Kenneth Kaunda Ave.
Maputo

By Fax: (258) 21 304 099

By e-mail to: Maphrrecruitment@state.gov

Include subject line:

Application for Small Grants Program Coordinator

POINT OF CONTACT

Jake Fairhurst, HRO
Telephone: 258-21 355 450
FAX: 258-21 304 099

DEFINITIONS

1. Eligible Family Member (EFM): An individual related to a U.S. 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. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

U.S. 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:

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

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 U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION MARCH 21, 2012

An Equal Opportunity Employer

The US Mission in Mozambique 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: HRA: KStrakel
Cleared: POL/ECON: RKaminksi, BReames
Approved: HRO: JFairhurst
Distribution: All Agencies (STATE, USAID, DAO, PC, CDC, MCC)

PLEASE SHARE WITH FAMILY MEMBERS