



## Vacancy Announcement

(Announcement Number: 14-09)

USAID/Nepal invites applications for employment from all interested and qualified US citizens, US green card holders, and Third Country Nationals (TCN) for the position of Democracy and Governance (DG) Specialist in the Democracy and Governance Office (DGO), under a Personal Services Contract (PSC), subject to availability of funds.

OPEN TO: US Citizens, US green card holders, and Third Country Nationals

POSITION: Democracy and Governance Specialist, US/TCN PSC Local Hire-GS-13 ((\$72,391 to \$94,108 per annum). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.

NUMBER OF POSITIONS: 1

OPENING DATE: April 11, 2014

CLOSING DATE: April 25, 2014, 5:00 P.M Kathmandu Time

PERFORMANCE PERIOD: Two (2) years, with possibility of an extension, subject to availability of funds

WORK HOURS: Full-time; 40 hours per week

### NOTES:

- ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
- U.S CITIZEN LOCAL HIRE PSC ARE ELIGIBLE FOR FICA, HEALTH INSURANCE AND LIFE INSURANCE IN ACCORDANCE WITH USAID POLICY. LOCAL HIRE CONTRACTORS ARE NOT ELIGIBLE FOR ANY OTHER FRINGE BENEFITS.
- AS A LOCAL HIRE, NO MOVING, LODGING OR TRAVEL EXPENSES WILL BE EXTENDED TO SUCCESSFUL APPLICANTS.

### **BASIC FUNCTION OF THE POSITION:**

The incumbent will serve as a DG Specialist in USAID/Nepal's DGO and work towards the successful coordination, implementation and monitoring of the Mission's strategy and supporting programs. This is a mid-level position requiring technical and analytical abilities combined with excellent interpersonal and communication skills. DGO seeks a candidate with a proven track record in design and implementation in a range of DG and peace building activities. The

incumbent should have experience in Nepal or be familiar with the economic, social and political dynamics of Nepalese society.

The incumbent will have management responsibility for designed activities within the DGO portfolio as well as coordination responsibilities between USAID/Nepal Offices as well as donor and government partners. The incumbent will report to the DGO Director.

### **REQUIRED QUALIFICATIONS:**

A successful applicant to be interviewed and selected will meet or exceed each criterion below:

1. **Education:** The incumbent must have a Bachelor's Degree in a relevant subject. However, a Master's Degree or higher in any of the related fields such as public policy, public administration, political science, law, human rights, or conflict mitigation will be prioritized.
2. **Experience:** The successful candidate is required to have 5-7 years of progressively responsible experience in any of the following fields: public policy, public financial management, political processes, civil society, governance, human rights, rule of law, or conflict mitigation. Experience working in Nepal is preferred.
3. **Knowledge and Abilities:** The incumbent must demonstrate knowledge of democracy and governance principles as demonstrated through previous program design, implementation, and monitoring within a related democracy and governance field. The incumbent must exercise good judgment with regard to information sharing and protection as demonstrated through past assignments. The incumbent must show flexibility, the ability to meet short deadlines, and show positive collaboration as demonstrated through past performance and reference checks.
4. **Skills:** The successful candidate is required to have excellent communication and interpersonal skills as demonstrated through their application, writing samples, and, if selected for an interview, their written exam.
5. **Language Proficiency:** Excellent written and oral English language proficiency is required. Some knowledge of Nepali is desirable.

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers>.

Interested applicants should submit a completed form OF-612 and a CV not to exceed 3 pages and any other documentation (e.g., certificates, awards, copies of degrees earned, writing samples, publication list, etc.) that addresses the qualification requirements of the position as listed above. Please provide names of three references and their contact numbers and email addresses. Please send your application to the attention of USAID/Nepal Human Resources Office, US Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: [USAIDNepalHR@usaid.gov](mailto:USAIDNepalHR@usaid.gov).