



**USAID | NEPAL**  
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## Vacancy Announcement (Announcement Number: 11-08)

USAID/Nepal invites applications for employment from all interested and qualified US citizens/Green card holders for the position of Democracy and Governance Specialist in the Democracy and Governance Office, under a Personal Services Contract subject to availability of funds.

**OPEN TO:** US Citizens/Green card holders

**POSITION:** Democracy and Governance Specialist, GS-13

**OPENING DATE:** May 18, 2011

**CLOSING DATE:** June 1, 2011

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

**WORK HOURS:** Full-time; 40 hours/week

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

The incumbent will serve as a Democracy and Governance Specialist in USAID/Nepal's Democracy and Governance Office (DGO). This is a mid-level position requiring a combination of technical and analytical abilities combined with excellent interpersonal and communications skills. We are seeking a candidate with a proven track record in design and implementation of a range of DG activities. The incumbent should have experience in Nepal or be familiar with the economic, social and political dynamics of Nepali society.

The incumbent will have management responsibility for designing, monitoring and managing implementation of activities within the Democracy and Governance portfolio. The incumbent will report to the Office Director of the Democracy and Governance Office.

### **NOTES:**

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
- U.S CITIZEN LOCAL HIRE PERSONAL SERVICES CONTRACTORS (PSCS) ARE

ELIGIBLE FOR FICA, HEALTH INSURANCE AND LIFE INSURANCE IN ACCORDANCE WITH THE AGENCY POLICY. LOCAL HIRE CONTRACTORS ARE NOT ELIGIBLE FOR ANY OTHER FRINGE BENEFITS.

**REQUIRED QUALIFICATIONS:**

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. A bachelor's degree in a relevant subject is required. A master's degree in any of the related fields of public policy, democracy and governance, law, human rights, or conflict mitigation is preferred.
2. A minimum of five years of progressively responsible experience in any of the following fields: public policy, rule of law, local government, democracy and governance, human rights or conflict mitigation is required. Experience working in Nepal is preferred.
3. Must have sufficient knowledge of fundamental democracy and governance and conflict management principles. Also, must have the ability to design, implement and monitor related activities.
4. Excellent written and oral English communication skills and interpersonal skills are required. Some knowledge of Nepali language desirable.

A detailed job description and OF-612 form can be obtained visiting USAID/Nepal website at <http://nepal.usaid.gov/>

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