

ANNOUNCEMENT NUMBER: 15-34

OPEN TO: All Interested Candidates

POSITION: USAID Project Development Specialist (Democracy Governance and Conflict); FSN-10; FP-05

OPENING DATE: October 06, 2015

CLOSING DATE: October 19, 2015

WORK HOURS: Full time; 40 hours/week

SALARY: Salary and Grade will be based on qualifications

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details click on: <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking a **qualified** individual for the position of Project Development Specialist (Democracy Governance & Conflict) in the USAID Niger office.

BASIC FUNCTION OF POSITION:

The Democracy Governance and Conflict Specialist will serve as USAID's advisor on a range of issues such as governance, transparency, human rights, civil society, elections, youth, and conflict prevention and its cross-sector applications. The Specialist should be highly motivated, capable of working independently and as part of a team. The position participates as an important member of the Democracy and Governance/Conflict team in the USAID Niger Office and liaises with other technical offices in the USAID West Africa Mission or the Sahel Regional Office.

The Specialist operates in a complex, fluid political environment with officials in the United States Government, Government of Niger, and local and international partners. The Specialist will participate in the design of new programs; and ensure that programs are effectively implemented.

The incumbent should have technical expertise in at least two of the following: regulatory, and policy frameworks; public administration and accountability; civil society strengthening and engagement including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace-building including counter-violent extremism approaches; local governance and service delivery; elections and legislative processes; gender and social inclusion; and/or youth.

A copy of the complete position description is available in the Human Resources (HR) office.

QUALIFICATIONS REQUIRED:

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

Education: Bachelor's Degree in a relevant field: such as law, political science, economics, journalism, rural/community development, public administration, public policy, conflict management or other related social science field.

Prior work experience: At least five (5) years of progressively responsible managerial and/or Project management experience including at least three years' experience working in the area of providing development assistance in two or more of the following areas: legal, regulatory, and policy frameworks; public administration and accountability ; civil society strengthening and engagement, including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace building, including counter-violent extremism approaches; local governance and service delivery; elections and legislative processes; gender and social inclusion; and/or youth.

Language: Fluency in both spoken and written French V and English IV (Fluent) speaking/reading/writing is required. **English will be tested.**

Knowledge: The Specialist should have broad technical knowledge of two or more of the following areas related to USAID's country strategy: regulatory, and policy frameworks; public administration and accountability ; civil society strengthening and engagement, including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace building, including counter-violent extremism approaches; local governance and service delivery; elections and legislative processes; gender and social inclusion; and/or youth. S/he must have strong knowledge of project or program management and organizational management, as well as of NGO and GON operations. The Specialist must also possess knowledge of existing DG-related policies, procedures and regulations in Niger with a demonstrated understanding of how these policies impact other sectors.

Skills/Abilities: The Specialist successfully demonstrates the following skills and abilities: Strong organizational skills and the ability to work independently with little supervision. Excellent communication, presentation and inter-personal skills.

Ability to transfer technical DG knowledge into project designs, project reports, policy papers, etc. Ability to communicate DG recommendations to other sectors for improved programming. Ability to work in a team environment and across USAID offices and the US Embassy's agencies.

Ability to manage large, complex development assistance projects.
Capacity to prepare technical documents in English with little editing and translate French documents to English and vice versa.

Ability to develop and maintain high level contacts (GON, donors, civil society, local bodies) and productive working relationships with other counterparts.

Ability to work effectively under pressure and demonstrate extreme flexibility to manage more than one activity at a time.

Strong computer skills to conduct work using MS Word, Excel and Power Point and the ability to use USAID software and computer programs.

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 the candidate specifically address the required qualifications above in the application.

1. Management will consider nepotism/conflict of interest, Budget constraints and residency status in determining successful candidacy.
2. Current employees serving an initial 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. Citizen EFMS who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
5. Currently employed Not-Ordinarily Resident (NOR) employees 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 non sensitive security clearance.

TO APPLY

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at: <http://Niamey.USEmbassy.gov>; **or**
2. A current résumé or curriculum vitae that provides the **same information** as 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 separate sheet; plus
4. Candidates who claim U.S. veteran’s preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. veteran’s preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Attention: Human Resources Office
American Embassy
BP 11201
Niamey, Niger or by e mail HRONiamey@state.gov

POINT OF CONTACT

Human Resources Officer
Telephone: (227) 20-72-26-62, Ext. 4479/4146/4015

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: October 19, 2015 at 17:30 pm

The U.S. Mission in Niamey 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.

U.S. Mission Niamey is a drug-free work environment.

APPENDIX A: 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 Chief of Mission authority, or at an office of the American Institute in Taiwan; and either:
 1. 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
 2. 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, and 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 Local Compensation Plan (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 LCP.

APPENDIX B

If applicant submits a résumé or curriculum vitae, s/he must include the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) and status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References