

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-143**

OPEN TO: In-House Candidates Only

OPENING DATE: September 19, 2012

TITLE: AID Project Management Assistant – Governance

CLOSING DATE: October 02, 2012

GRADE: GRADE: FSN-9 (Rs. 1,222,464 P.A. to Rs. 2,271,353 P.A.)

AGENCY: USAID

Position No: 80260-017

LOCATION: PESHAWAR

BRIEF DESCRIPTION OF DUTIES: The Governance Assistant will be based in Peshawar, where, along with the Governance Specialist, s/he will support USAID democracy and governance (DG) programming in the NWFP and FATA regions. The incumbent will be providing the following types of support: monitoring, technical input to improve project design and implementation, analysis of relevant social and political trends, and reporting. Where applicable, the incumbent may serve as activity manager for one or more DG activities based operating in the FATA and/or NWFP. While more junior in scope than the FSN-11 Governance Specialist, the Governance Assistant will likely split the DG portfolio with the Governance Specialist, and assume a lead role in tracking issues in one or more distinct DG subfields, including but not limited to rule of law, elections and political processes, civil society, sub-national governance, and media.

QUALIFICATIONS REQUIRED:

EDUCATION: Completion a bachelor's degree (14 years of education), or the local equivalent, in political science, economics, sociology, project management, or a related field is required.

EXPERIENCE: Two years of progressively responsible, professional-level experience working on democracy and governance (DG) reform issues such as sub-national governance reform, civil society development, rule of law, human rights and/or elections either for a donor agency, non-governmental organization or the Government of Pakistan is required. Demonstrated experience in good governance programming is required. Relevant DG experience in program design and management and direct technical assistance is required.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English, Urdu and Pashto is required. This may be tested.

KNOWLEDGE: Incumbent must have broad knowledge of the principles and accepted practices of democratic governance. The Governance Assistant must have the potential to rapidly acquire knowledge of relevant organization's policies and regulations, as applies to its assistance programs in Pakistan. Understanding of DG program goals and familiarity with best practices in project design, development, implementation and/or evaluation desirable is required.

ABILITIES & SKILLS: Incumbent must have excellent judgment, sophisticated analytical and interpersonal skills, and strong organizational ability. Must be able to obtain, analyze and evaluate a variety of data; organize, interpret and present it in meaningful oral or written form for varied audiences, and provide solid analysis leading to sound financial decisions. Must be able to draft factual and interpretive memos, provide clear and well-supported recommendations, and provide objective information and advice. This position, while based in Peshawar, will work closely with colleagues in both Peshawar and Islamabad, as well as perhaps other areas. Therefore, the incumbent will need to develop and maintain cordial, professional relationships and perform in a team environment, even when daily, face-to-face contact is not possible. A high degree of computer literacy is required, including the ability to create and manipulate budget spreadsheets utilizing and introducing new computer programs; manipulate and present a variety of data to different audiences; utilize office technology for increased productivity and develop and manage complex accounting and control systems.

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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-143) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 02, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.