

VACANCY ANNOUNCEMENT # 15/08/68

PROJECT MANAGEMENT SPECIALIST (EDUCATION) FSN-10 (OR); FP-5 (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: August 14, 2015
Closing Date: August 28, 2015
Work Hours: Full-time – 40 hours per week
Desired Start Date: November 2, 2015

ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Project Management Specialist (Education) in the U.S. Agency for International Development (USAID).

BASIC FUNCTION OF POSITION

The Education Project Management Specialist (EPMS) provides technical guidance to assist in the management of USAID education programs, including pre-school, basic and higher education activities. The EPMS provides management oversight of program implementation as the agreement officer's or contracting officer's representative (A/COR) to implementing partners, to ensure that planned development results are achieved in a highly efficient, effective, and timely manner, consistent with USAID regulations, policies, procedures, and development principles.

The Specialist provides sound knowledge and expert guidance to USAID\Peru on current issues and policy development in the field of education within the Peruvian context and is responsible to cultivate professional relationships with local, non-governmental organizations and the private sector to address challenges in the Peru education sector.

Please note: At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

1. Education: University degree in Education, Social Sciences or related field is required.

2. Experience: Minimum of five years of progressively responsible experience in developing, implementing and managing public education programs and services required, including pre-school, workforce development projects and/or education of underserved populations and youth development. At least three years of managerial experience conceptualizing, planning, controlling budgets, implementing and monitoring education sector or development programs. Field experience working and/or building capacity of local NGOs and/or in the Amazonas area of Peru is highly desired.

3. Language: Level IV (Fluent) Speaking/Reading English ability. Level IV (Fluent) Speaking/Reading Spanish ability is required. This will be tested.

4. Knowledge: A thorough knowledge of the concepts, principles, techniques, and practices of managing and implementing development assistance activities in Peru. In-depth knowledge of Peru's education system along with other relevant fields, especially public education, economic growth or democracy and governance in the country is required. A high level of knowledge around pre-school, basic and/or youth and workforce development is preferred. Understanding of rural development problems, issues, approaches, and development priorities in Peru and the Amazonas region is highly desired. Deep knowledge of the regional and local environment, the role of NGOs, the private sector and international donors, in order to enhance effective communications and develop opportunities on project initiatives. High level of proficiency in the use of word processing, spreadsheet and database software, google and other computer programs, including the ability to create and edit charts, tables, graphs and presentations with minimal assistance are required.

5. Skills and Abilities: Excellent leadership, written and oral communication skills, and interpersonal skills are critical to this position as are demonstrated project management skills, analytical skills, and problem solving skills. Ability to handle competing demands in order to complete work in a timely manner and maintain a balance among project management responsibilities, office needs, technical/sector involvement and professional interests. Proven track record as a self-starter and team player is a must. Must be able to travel to perform site visits at a minimum of 25% of the time.

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 address the required qualifications

above in the application.

ADDITIONAL SELECTION CRITERIA

1. Hiring Office will receive qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. 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 their employment.
6. Currently employed NORs hired under s 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.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

TO APPLY

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

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of 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 DD-214 form 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. Please refer to [Veteran's Services](#) for further guidance.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

Submit applications to:

limarecruitment@state.gov

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contracted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS

1. **Eligible Family Members:** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 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 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, under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (U.S. EFM):** 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:
 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 [3FAM 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 [3FAM 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. A 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 this/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 US 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).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to 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. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- 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. Please attach copy of document
- 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

CLOSING DATE: August 28, 2015

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Major Duties and Responsibilities of the Position

a) Program/Project/Activity Planning, Management and Monitoring - 65%

Responsible for technical direction, implementation, fine-tuning, and evaluation of education activities. Serves as Technical Advisor/Activity Manager and/or COR or AOR, for activities estimated at \$10 million. In this capacity, organizes Mission resources for activities to meet work requirements, monitors program progress and achievements, documents impact, ensures timely completion of tasks, leads and participates in technical proposal reviews and develops criteria for contractor/project selection processes. Provides technical guidance and program oversight to ensure planned results are achieved under the USAID Education strategy, which includes providing assistance on the development of strategic plans, annual work plans, and monitors contractor or grantee performance on regular basis.

Also, serves as a Technical Advisor/Activity Manager/ COR or AOR for activities not as yet defined, approved or procured as part of the Mission's future long-term assistance framework in education and social sector investment for the CDCS.

b) Project Design, procurement and reporting - 25%

Provides support for activity conceptualization and design, including Scopes of Work, Program Descriptions and memorandums; assessments and evaluations; appropriate input for Portfolio Review, Operational Plan, Performance Report and accrual and pipeline reviews; and responds to Embassy, USAID/Washington and USAID/Peru management requests. Also drafts briefing papers and special reports as requested, as well as scene setters, talking points and speeches for the Ambassador, Mission Director, HEO Director and others.

c) Undertakes other related duties as assigned - 10%