

U.S. Mission Lima

Vacancy Announcement Number: 16/09/57

OPEN TO: All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: Project Management Specialist (PPPAB)

OPENING DATE: October 3, 2016

CLOSING DATE: October 24, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-11
Not-Ordinarily Resident (NOR): FP-4*
*Final grade/step for NORs will be determined by Washington.

START DATE: The selected candidate must be able to start work no later than 30 days after receipt of agency authorization and/or clearances/certifications, or their candidacy may not be considered.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Lima is seeking eligible and qualified applicants for the position of Project Management Specialist - Public-Private Partnerships Alliance Builder (PPPAB) in the U.S. Agency for International Development (USAID).

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION: The USAID Project Management Specialist - Public-Private Partnerships Alliance Builder (PPPAB) manages and monitors Mission-wide public private partnership (PPP) related activities on a day-to-day basis. S/he works across USAID/Peru's different offices to generate PPPs and leverage private sector resources that contribute to the Mission's overall development objectives in Peru. S/he brings innovative ideas and practices to the Mission and develops a long-term PPP plan. S/he shall be a forward thinker who always looks for new opportunities for growth and is an outstanding communicator. S/he must be an individual able to listen, evaluate and generate consensus on complex, sometimes controversial issues. S/he shall be an individual who is driven to build on success rather than maintain the status quo.

The primary purpose of the position is to facilitate the development of innovative, sustainable, business-driven collaboration between the private sector, civil society and public sectors in Peru, in order to catalyze increased investment in targeted development programs in priority geographic areas. Primary responsibilities will include: a) establish effective communication channels and/or strong links with other donors, private sector CEOs, board members, partner organization Chiefs of Party (COPs), ministers and other high ranking government officials, and civil society leaders; b) promote PPP planning by linking opportunities with strategic goals and by securing, coordinating and configuring PPP resources, capacity, and programs; c) develop marketing and communications plans to raise awareness of USAID/Peru's alliances and alliance's achievements using all channels available; d) organize cause-related marketing opportunities; e) organize and maintain up-to-date databases of PPPs, potential alliances, and contacts with the private sector (these databases contain confidential information of private sector organizations); and f) analyze strategic opportunities and advise Mission on best practices.

QUALIFICATIONS REQUIRED: Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** University degree in business, economics, international development, public administration or other related field is required.
- 2. EXPERIENCE:** Progressive experience in engaging the private sector to solve critical development problems while promoting business success and broader economic growth. At a minimum, 5 years of experience in: 1) an international development organization; 2) a private sector organization on issues related to developing countries/emerging markets, corporate social responsibility; and/or 3) business development. Proven capacity to conceptualize and develop strategies, programs and projects.
- 3. LANGUAGE:** Level 4 (fluent) speaking/reading/writing of English is required. Level 4 (fluent) speaking/reading/writing of Spanish is required. (This will be tested.)

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at Lima U.S. Embassy and/or by contacting the Human Resources Office at limarecruitment@state.gov.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: Nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. [Universal Application for Employment \(UAE\)](#) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits, etc.)

WHERE TO APPLY:

Human Resources Office

E-mail Address: limarecruitment@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.