



**USAID** | **SRI LANKA**  
FROM THE AMERICAN PEOPLE

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NO.** 12/01

**OPEN TO:** All Sri Lankan Qualified Candidates

**POSITION:** Project Management Specialist (Justice Sector)

**POSITION GRADE:** FSN Grade 11

**SALARY RANGE:** Rs. 137,744/- to Rs. 202,532/- per month  
(full performance level)

Depending on qualifications and experience, incumbent may be hired at a trainee grade (one grade lower than the position grade).

**WORK HOURS:** Full-time; 40 hours/5 days per week

**OPENING DATE:** March 25, 2012

**CLOSING DATE:** April 06, 2012 (5.30 p.m. local time)

The United States Agency for International Development (USAID) Mission to Sri Lanka is seeking applications from qualified Sri Lanka nationals for the position of Project Management Specialist in the Office of Democracy and Governance (DG) of USAID/Sri Lanka.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

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

The Senior Project Management Specialist is the Mission's recognized expert on the Sri Lankan rule of law sector, with specific expertise on justice sector programs. USAID/Sri Lanka's Democracy and Governance program covers a broad range of related activities including rule of law and human rights, strengthening the capacity of municipal governance, land tenure and property rights, justice sector reform, support for civil society and conflict resolution. The Program Specialist is the senior level Foreign Service National (FSN) staff member responsible for rule of law, human rights and justice sector programs in the Mission. Special attention is given in the USAID program to the importance of strengthening the rule of law in post-conflict

Sri Lanka by strengthening the Sri Lankan justice sector to ensure the timely resolution of disputes in accordance with the law. The modernization of the Sri Lankan legal system is critical to reduce laws delays. Currently, the Ministry of Justice estimates there is a 800,000 case backlog in the legal system, which is indicative of the systemic flaws within the courts. The Government of Sri Lanka (GSL) has invested more than US\$ 10 million to construct the Judges Training Institute and re-build courts in the war affected north. Therefore, although the Senior Project Management Specialist will have general legal expertise and a Juris Doctor degree or equivalent, he/she will be expected to have particular experience and knowledge of justice sector reform programs; experience of managing significant programs in the justice sector is required.

He/she must have experience and knowledge related to the operational management of the legal system, legal education, judicial training requirements and the laws and procedures of the courts. Furthermore, he/she must have experience of working in partnership with Government of Sri Lanka institutions, especially the Ministry of Justice on legal reform programs. The Senior Project Management Specialist is expected to provide leadership relating to these aspects of rule of law and justice sector and serve as the Mission's principal FSN advisor on related government legal reforms. The incumbent is required to keep abreast of the legal and political conditions in Sri Lanka as well as the possible role of the international community in furthering justice sector reforms in Sri Lanka.

The Senior Project Management Specialist analyzes the operational factors of the Sri Lanka legal system and the constraints to the efficacious administration of justice; and prepares reports, provides guidance, and develops and monitors projects undertaken with USAID support. He/she will be knowledgeable of the rule of law environment in Sri Lanka, and the operations and management of the legal system; and be able to determine priorities in justice sector reform. Particular emphasis is placed on judicial training to reduce laws delays.

Under the direction of the Office Director, Democracy and Governance programs, the Senior Project Management Specialist establishes and maintains policy dialogue with high level government officials, members of the judiciary, the legal profession and civil society organizations and officials representing other donors and international organizations.

The Senior Project Management Specialist manages USAID's projects and activities related to the rule of law and the justice sector utilizing an in-depth knowledge of the Sri Lankan legal system, the human rights environment and challenges to strengthening the rule of law in Sri Lanka. This will include the coordination of democracy and governance activities with the Mission's Economic Growth Development Objective given the recognition that these programs have the potential for shared objectives e.g. timely resolution of commercial disputes.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Sector Advisor**

The incumbent monitors and advises on policy reforms and issues that relate to the rule of law and justice sector. Responsibilities include:

1. Prepare sections of Mission reporting requirements that relate to the rule of law and justice sector.
2. Analyze the justice sector policy agenda of the GSL vis-à-vis how it meshes with the USAID development strategy; provide guidance on how to link the GSL policy reform agenda with the Development Objective (DO) strategy.
3. Measure the results of the Democracy and Governance program.
4. Provide analyses that identify constraints to policy reform initiatives and make recommendations to overcome these constraints.
5. Analyze human rights, rule of law and justice sector assessments, reports and data and prepare reports that draw linkages between these data and policy reform initiatives.
6. Provide critical analyses of press reports and other media products that relate to human rights, the rule of law and the justice sector.
7. Coordinate USAID's justice sector programs with other USG agencies, including the Department of Justice and the Department of State's Bureau for International Narcotics and Law Enforcement. .

Beyond monitoring and advising, the specialist will engage Mission, government officials, members of the legal profession and the judiciary on issues relating to strengthening the rule of law and reform of the justice sector in Sri Lanka.

## **2. Project Implementation**

The incumbent has primary responsibility for ensuring the performance of short and long term technical advisors as well as one or more institutional contractors. This includes serving as a Contracting / Agreement Officer's Technical Representative (AOR/COR) for the Mission's democracy and governance contracts, cooperative agreements and / or grants and providing technical/legal guidance to these contract teams and advisors as well as monitoring their performance in coordination with the Democracy and Governance Development Objective (DO) Team Leader. The position requires periodic project monitoring field visits to all regions of the country.

### **A. Planning**

Provide inputs to the Democracy and Governance team and leadership on justice sector programs in planning for results to: identify achievable development results in collaboration with partners and customers; obtain and maintain support for activities from in-country partners, customers and stakeholders; and obtain USAID approval for initiating development activities.

Specific activities include:

1. Develop and design programs with Mission team and customer input.
2. Ensure key stakeholders, partners and customers are identified and steps taken to gain their support and input
3. Provide technical input to drafting of DG activity design documentation and related technical, policy, gender, environmental and budgetary analyses.

4. Provide technical guidance to ensure that all legal, policy and regulatory requirements are met.
5. Provide input to the drafting of USAID programmatic documents and contractor scopes of work.

### **B. Achieving**

Implement economic development activities to ensure that planned development results are achieved in a highly efficient, technically sound, and timely manner consistent with USAID regulations and policies.

Specific activities include:

1. Work with the financial management office to ensure appropriate accounting for resources; assist in responding to financial audit recommendations.
2. Ensure that partners receive needed information on USAID regulations and policies, USAID provided logistical support services, and assistance with GSL issues.
3. Monitor the activity through contacts with partners and site-visits; maintain up-to-date knowledge of developments in rule of law and justice sector activities at the international, regional and national levels; and inform the Team Leader Director of significant problem areas that could impede results achievement.

### **C. Judging**

Lead the DG Team's evaluation activities aimed at enhancing the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress, identifying both success and problem areas.

1. Provide technical leadership in establishing performance monitoring systems in coordination with Mission level performance monitoring plans, other DO team members and partners.
2. Collect performance data in collaboration with partners.
3. Assess progress in achieving outcomes and results for DG activities, carry-out evaluations of activities, and report problem areas with recommended corrective steps to the DG Team Leader.
4. Report on success stories and lessons learned.

### **3. Other**

The incumbent will undertake other job-related duties as assigned.

## **QUALIFICATIONS REQUIRED:**

### **Selection Criteria:**

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

1. **Education:** Attorney-at-Law with a Bachelor of Law degree from a recognized University. A Master's degree in law, social sciences or public administration, is advantageous but not required. **(15 points)**
2. **Prior Work Experience:** A minimum of six years of experience in the development and management of justice sector or rule of law programs with a donor and/or non-governmental organization is required. **(35 points)**
3. **Knowledge:** A thorough knowledge and understanding of the development issues in Sri Lanka and the relevant government and non-government entities is essential. This includes a comprehensive knowledge of rule of law issues, the legal system, the history and dynamics on Sri Lanka's 30 year long conflict, social and cultural characteristics and the problems, resources, and development prospects/priorities for Sri Lanka. Knowledge of or the capability to readily learn USAID policies, regulations and procedures are essential. Knowledge and expertise in use of standard Microsoft Office packages of computer applications. **(25 points)**
4. **Skills and Abilities:** Ability to plan, organize, manage and evaluate important, responsible and complex projects is required. Ability to obtain, analyze and evaluate a variety of data and to organize and present it in meaningful terms to others is required. The ability to draft factual and interpretive reports covering complex subject-matter is required. Ability to exercise good social and professional judgment, excellent interpersonal skills in cross cultural and multi-level settings. Ability to establish and maintain an extensive range of contacts with high-level officials of the host government and with influential persons in the private sector. Able to maintain collaborative working relationship in a team structure. **(25 points)**

#### **Additional Selection Criteria:**

**Language Proficiency:** MUST have advanced international standard English writing and usage skills.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current mission employees serving a probationary period are not eligible to apply.

**NOTE:** Only new hired employees (and former employees returning from a break in service) serve a probationary period.

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.

The candidate must be able to obtain and hold a security clearance.

## **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application.

**Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examination and oral interviews. The probationary period of this position is **one year.**

## **TO APPLY:**

Interested Sri Lankan qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.

### **[Application Form OF-612](#)**

All Sri Lanka applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

- I) A passport size photograph (taken within six months).
- II) A copy of educational or trade school certificate.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified any time.

## **SUBMIT APPLICATION TO:**

**The Human Resource Office**  
**Attention: Executive Officer**  
**E-mail Address: [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov)**

## **DEFINITION:**

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

*The US Mission in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*