



USAID | SUDAN

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ANNOUNCEMENT NO: VA-11-007(Juba)

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Program management Specialist

OPENING DATE: Monday, May 2, 2011

CLOSING DATE: Friday, May 13, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-10 (Development Level)

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

USAID/Sudan is seeking a qualified individual for the position of Program Management Specialist at USAID Juba.

BASIC FUNCTION:

The incumbent will assist the Office of Transition and Conflict Mitigation (OTCM) in the management of the South Sudan country program, especially the technical oversight of contracts and cooperative agreements, under the direct supervision of the OTCM Team Leader or his/her designee. The work of the OTCM South Sudan Program Specialist requires teamwork, the exercise of discretion, judgment, and personal responsibility.

Major duties and responsibilities:

- Assists the Office of TCM with the development, implementation, and review of program activities in support of peaceful political change and mitigation of conflict in Sudan.
- Manages assigned country program(s), including contractors and grantees working under country programs and provides support, when needed, as an auxiliary team member in the field, being prepared to travel to difficult posts in conflict or post-conflict areas as required.
- Serve as AOTR/COTR (Assistance/Contracting Officer's Technical Representative) for Task Orders with a contractor for Program Office services, ensuring OTCM's requirements are met (serving as AOTR/COTR requires the successful completion of a USAID training course within the first six months of employment). Ensures OTCM and implementing partner compliance with all relevant US regulations and prepares waivers and approvals as needed to facilitate programming.
- Uses network of contacts and monitoring of Sudanese media to provide up-to-date information and rolling analysis on politics, conflict, and transition issues. Conducts additional research and analysis in support of on-going and anticipated program activities tasks as needed.
- Produces high-quality information products and communications documents in English, including Success Stories, cables, and

summaries of political events under tight deadlines. Produces documents both independently and in collaboration with the Information Specialist, as required.

- Develops and maintains collaborative relationships with other parts of the USAID Mission, the Department of State, other USG agencies and departments, NGOs, international donors, and others interested in particular OTCM country programs; represents OTCM and USAID at meetings, conferences, and other events; provides high-level briefings on OTCM activities;

QUALIFICATIONS REQUIRED:

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

a. --**Education:** Bachelor's degree in Social Sciences or in relevant field is required.

b.--**Prior Work Experience:**

Minimum 5 years of experience working in humanitarian field preferably with USAID, UN Agencies or INGO; South Sudan work experience and/or familiarity is a plus.

c.--**Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English:	Fluent Level IV	Fluent level IV	Fluent level IV

d.--**Skills:**

Managerial and coordination skills; excellent interpersonal skills in various settings; good social and professional judgment; ability to undertake extensive field trips; ability to maintain collaborative working relationship in a team structure.

Ability to exercise initiative and to work independently. Ability to establish and maintain contacts with USAID contractors, grantees, clients and counterparts in relevant host - government and private sector organizations. Ability to work with MS Word, Outlook, Excel, and Power Point. Ability to undertake analysis and to understand USAID programs. Must be sensitive to USAID relationships with GOS, other donors, the Embassy, PVOs and private and public organizations.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

ADDITIONAL SELECTION CRITERIA:

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their recent Employee Performance Report are not eligible to apply.

TO APPLY:

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - ONLY Application Form DS-174 will be accepted.
 - DO NOT attach any additional documents.
 - Applications submitted on any other form, or with attachments, will NOT be considered.
 - Resumes will NOT be accepted.
 - Incomplete applications will NOT be considered.
 - Completed applications must be received on or before the closing date listed on the Vacancy Announcement. Applications received after the closing date will not be considered

Submitting Your Application

Email completed application form DS 174 to: jubahr@usaid.gov.
Subject Line must include Position Title and Vacancy Announcement number.

OR

Deliver one copy to: USAID/Juba. Applications Box is outside Consular Entrance.

If Selected for Consideration

Only persons selected for further consideration will be contacted and advised of the date and time for interview and testing. English proficiency (oral and written) testing is required. More than one appointment may be necessary. Only candidates attending the interview will be required to provide supporting documentation; for example, ID, licenses, educational certificates. ALL supporting documentation must be in English or translated.

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration 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