



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-11-003(Khartoum)

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

POSITION: Project Management Specialist (DG)

OPENING DATE: Sunday, December 12, 2010

CLOSING DATE: Sunday, December 26, 2010 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-10

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 Project Management Specialist (DG) at USAID Khartoum

BASIC FUNCTION:

The Democracy and Governance Program Specialist (DGPS) will participate as a full member of the Democracy and Governance (DG) Team in developing and implementing USAID assistance strategy in democratic governance in Sudan. S/he will be based in Khartoum and assist with all aspects of DG programming in Sudan, especially with regard to the implementation of key milestones of the Comprehensive Peace Agreement (CPA), including the 2011 referenda and popular consultations. S/he will work with the Senior Elections and Political Processes Advisor to manage a comprehensive and complex portfolio of DG assistance. S/he will liaise with USAID implementing partners to ensure the maximum effectiveness of USAID's activities in support of electoral and political processes, assist the Senior Elections and Political Processes Advisor in planning programs in democratic governance and liaising with implementing partners and counterparts. S/he will assist in ensuring oversight and effective management of USAID assistance in the area of democracy and governance. S/he will advise on program implementation and development to meet emerging needs of a changing environment.

1. Provides guidance and advice on all aspects of DG programming, especially in the area of electoral and political processes, civil society development, and decentralized governance.
2. Provides guidance and advice on program outreach and dissemination of information on USAID DG programming to a variety of audiences.
3. Serves as Activity Manager and/or Agreement/Contracting Officer Technical Representative for Mission contract and grant activities of the DG office in Khartoum and as needed.
4. Serves as USAID liaison with Khartoum-based donor groups on specific areas of DG programming.

5. Conducts research on pertinent democracy and governance issues and applications, participates in democracy and governance assessments and evaluations, and assist with program monitoring, evaluation and reporting.

6. Provides administrative support, including tracking of administrative and financial tasks, to the DG Team in Khartoum.; and

7. Ensures timely and proper documentation and filing of project-related information.

QUALIFICATIONS REQUIRED:

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

--**Education:** Completion of Bachelor's degree, political science, public administration, law, international development, economics or related fields

--**Prior Work Experience:** From five to seven years of progressively responsible experience in relevant areas, including at least one year of this experience in a project management environment, or in related work for USAID, other donor agencies, host-government organizations, or private-sector institutions.

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

	Speaking	Reading	Writing
English:	Fluent	Fluent level	Fluent level
Arabic	Fluent	Fluent level	Fluent level

--**Skills:** Must have demonstrated ability to establish and maintain high-level contacts with appropriate counterparts in the Sudanese Government, political parties, civil society organizations, donor organizations, bilateral and multilateral agencies, and private-sector organizations. Ability to work independently, individually, and with minimal supervision, in order to obtain and analyze data, and to draft accurate factual and analytical reports. The ability to obtain, evaluate, and interpret factual, analytical, and legal data, and to prepare precise, accurate, and complete reports as needed to assist in project development efforts is required. The ability to recognize significant trends in the data collected, and to bring it to the attention of superiors in a cogent and concise manner, is necessary. Skills in the operation of various computer-related programs to assist in the compilation of data are also required

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:

Interested individuals for this position should submit **ONLY** Form DS-174. This form is available on US Embassy web site.

Additional Application Instructions

- DO NOT attach any additional or supporting documents such as certificates, licenses or awards.
- 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 only once to: khartoumusaidhr@usaid.gov. Subject Line must include Position Title and Vacancy Announcement number.

OR

Deliver one copy to: U.S. Embassy, Khartoum. USAID 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