



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: Project management Specialist

OPENING DATE: Tuesday, April 14, 2011

CLOSING DATE: Tuesday, April 27, 2011 - max. 4:30 p.m.

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 position is located in the Office of Foreign Disaster Assistance (OFDA), Bureau of Democracy, Conflict and Humanitarian Assistance (DCHA). The office is responsible for assessing emergency situations, recommending disaster responses and rehabilitation, evaluating and monitoring on-going emergency responses and rehabilitation programs. To support this work, OFDA requires the services of an FSN-Program Assistant based in Juba, Southern Sudan.

The OFDA Program Management Specialist (PMS) will primarily assist with coordination and management of humanitarian efforts in the ten (10) states of Southern Sudan, under the direction of Southern Sudan Senior Program Officer. The PMS will be part of a team managing a multi-million dollar portfolio of projects funded by USAID/OFDA. The projects span a number of sectors and the successful PMS candidate will have a familiarity with issues in sectors such as health, water and sanitation, food security and livelihoods. The position will require significant field travel, sometimes in uncomfortable conditions, in order to monitor and report back on the progress of the projects. Additionally on a day to day basis in Juba, the PMS will maintain contact with partners on their projects. The incumbent is expected to maintain regular contact with appropriate Government of Southern Sudan (GoSS), state and local authorities; with vulnerable communities and with Sudanese intellectuals and civil society.

This position also requires substantial daily coordination with other offices within USAID/Juba including Food for Peace (FFP), Economic Growth, Health, and the Office of Transition and Conflict Mitigation (OTCM). Good inter-personal skills and initiative are both important qualities in this job. The incumbent will also be required to draft field reports and briefing notes as tasked by the supervisor's/He must be prepared to function effectively in a challenging and restrictive

work environment and be willing to strictly comply with U.S. Embassy security guidelines.

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 Nursing or in relevant field is required.

--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.

--Language Proficiency: (This will be tested)

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

--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:

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: 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