



# USAID | SUDAN

FROM THE AMERICAN PEOPLE

**ANNOUNCEMENT NO: VA-12-004**

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

**POSITION:** Development Assistance Specialist

**OPENING DATE:** Thursday, April 26, 2012

**CLOSING DATE:** Thursday, May 10, 2012 - max. 4:30 p.m.

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

**SALARY & GRADE:** FSN-11

**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.

The USAID/Sudan is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Development Assistance Specialist in the Office of Transition and Conflict Mitigation (OTCM) at USAID Khartoum.

**MAJOR DUTIES AND RESPONSIBILITIES:**

a. Technical Support - 65%

The Specialist provides intellectual leadership and technical expertise in the area of development transition programming and conflict mitigation/management as applicable to the context of Sudan; advises on strategic direction of the program portfolio, based on informed and contextualized analysis of conflict drivers, patterns in conflict emergence and mitigation, and effective mechanisms for addressing conflict dynamics at the community, state, and national levels in Sudan; manages research and assessment efforts designed to ensure utilization of best-practices in conflict and transitional environments, and a better understanding of needs in the context of Sudan; recommends programming objectives based on in-depth knowledge of Sudanese realities; takes part in the development and implementation of Monitoring and Evaluation systems, as well as internal reporting on program/project/activity implementation progress and impact; assists the OTCM Director and Deputy Director in field travel, and monitoring the performance of OTCM implementing partners (IPs), as well as in consultations with other donors and development partners, and with local counterparts on needs and potential interventions; assists the OTCM Director and Deputy Director in representing OTCM during meetings with USAID personnel, the Embassy, local Government officials, indigenous and international NGOs, and international donors; assists the OTCM Director and Deputy Director in monitoring the performance of OTCM IPs in the implementation of OTCM-financed programs/projects activities designed to achieve OTCM strategic objectives; and, travels extensively to monitor and assess

programs, meet with local partners, and to develop programs/projects/activities.

b. Management Support - 35%

The Specialist manages regional program/project/activity portfolios and determines regional programmatic priorities; assumes Assuming COTR/AOTR responsibilities for assigned programs/projects/activities (requiring successful completion of a training that will be provided in the first six months of the assignment, if not already COTR/AOTR certified); assists the OTCM Director and Deputy Director in mentoring/training other OTCM FSN staff; supports the OTCM Director and Deputy Director in developing and maintaining OTCM program budgets; and, prepares and disseminates appropriate OTCM financial reports. AS required the Specialist will assure appropriate administrative support is provided to the OTCM Director and Deputy Director; and, assure the maintenance of appropriate OTCM records, reference materials, program/project/activity files, etc.

Performs other duties as assigned or required.

**QUALIFICATIONS REQUIRED:**

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

-- **Education:** Bachelor's degree is required in a field relevant to development assistance, such as public or business administration, political science, social science, economics, international relations, statistics, or a closely related field is required. An advanced Degree is highly desirable

--**Prior Work Experience:** Five to seven years of progressively responsible, job-related, experience working for humanitarian organizations in Sudan, or in a relevant and related field, is required. Experience should include monitoring and reviewing emergency programs, and liaising with host-government officials, UN agencies, and international and local NGOs, and the analysis and interpretation of data and presentation of findings in written form. At least three years of this experience should have been with other international organizations, government agencies, or international and/or local NGOs, prior experience with USAID is desired but not required.

--Language Proficiency: (This will be tested)

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

--**Skills:**

The job requires experience in program reporting and monitoring, strong interpersonal skills, and the ability to work in a Team environment. The ability to liaison effectively with a wide range of individuals and institutions is essential. The Specialist must understand program evaluation practices, community development, and practical economic policy. The Specialist must be able to prepare reports and briefing

papers in English, in a timely manner, and have the ability to develop a thorough understanding of USAID and host-government goals, policies, and procedures. The work requires flexibility, the ability provide considered analyses, and the ability to work under pressure. Computer literacy and experience in word processing, spreadsheet programs, etc. is required. This position also requires travel within Sudan, often under dangerous circumstances which requires diplomacy, analysis, tact, and maturity.

**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 the U.S. Embassy web site [http://sudan.usembassy.gov/usaaid\\_vac.html](http://sudan.usembassy.gov/usaaid_vac.html).

**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@usaaid.gov](mailto:khartoumusaidhr@usaaid.gov). Subject Line must include Position Title and Vacancy Announcement number.

**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***