



JOB VACANCY ANNOUNCEMENT
PROGRAMS COORDINATOR
GRADE – FSN 8

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Programs Coordinator in the Political/Economic Office. Under the general supervision of the Deputy Chief of Mission and the Political Officer, the Programs Coordinator coordinates and administers the Ambassador's Special Self-help Program (SSH), Democracy/Human Rights Fund II (DHRF), and other USG program funds that become available. Individual is responsible for maintaining financial and project reporting and travels to project sites throughout The Gambia. Individual identifies potential development partners and solicits funding.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

Education: University degree is required.

Experience: At least three to five years progressive experience in development, project management or public sector is required. Prior experience in grant application, financial and programs management is required.

Knowledge: Must have solid knowledge of host government organizations and institutions. Familiarity with rural, educational and other development programs is required. Must have good knowledge of computer programs, e.g. Microsoft Word, Excel, Access, PowerPoint, Microsoft Outlook, Internet, etc.

Language: Level IV English (Written & Spoken) Fluency in two local languages (Wollof & Mandika) is required.

Abilities/Skills: Must have strong interpersonal skills and demonstrate ability to manage complicated programs with minimum supervision. Must be able to develop and maintain working level contacts with partner and community-based organizations. Must have ability to obtain, evaluate, report and interpret data. Must have outstanding writing skills. Must be a team player with ability to show initiative and work under minimal supervision. Must have ability to resolve

problems utilizing sound judgment and discretion. Must also possess the highest degree of tact, be able to meet tight deadlines with ability to plan months ahead. Must have a sound knowledge of standardized regulations and the ability to study and understand Department of State guidelines and regulations.

TO APPLY:

Interested candidates for this position should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

http://banjul.usembassy.gov/job_opportunities.html

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

Interested applicants should collect and submit a completed employment application form (DS 174) to the Embassy's Human Resources Office no later than Tuesday, October 11, 2011.

Only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).