



JOB VACANCY ANNOUNCEMENT

PROGRAMS COORDINATOR

Announcement Number: B JL-14-023

Position: Programs Coordinator

Open To: All interested

Opening Date: November 11, 2014

Closing Date: November 24, 2014

Work Schedule: Full-time, 40 hours per week

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 Section. Under the direct supervision of the Political and Economic Officer, the Programs Coordinator coordinates and administers the Ambassador's Special Self-help Program (SSH), Democracy/Human Rights Fund (DHRF), Julia Taft Refugee Fund, and other USG program funds that become available. The individual is responsible for building long-term relationships with local government contacts, maintaining financial and narrative project reporting, and traveling to project sites throughout The Gambia. Individual identifies potential development partners and solicits funding. Position serves as backup for the Economic-Commercial Specialist.

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 (fluent speaking & reading) English is required. Level IV in at least one local language (Wolof or Mandinka) 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, the ability to meet tight deadlines, and to plan events and activities 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 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.

SUBMIT APPLICATION TO:

Human Resources Office

Embassy of The United States of America

Kairaba Avenue

Email: HROBanjul@state.gov

Only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer.