



**RECRUITMENT**  
**U.S. EMBASSY SANA'A**

**VACANCY ANNOUNCEMENT NUMBER: 38/14**

- OPEN TO:** All Interested Candidates
- POSITION:** Democracy and Governance Specialist, FSN-11
- OPENING DATE:** **June 08, 2014**
- CLOSING DATE:** **June 22, 2014**
- WORK HOURS:** Full Time (40 hours/week)
- SALARY:** **FSN-10 (Trainee Level)** starting salary US\$23,968 per year plus US\$ 8,000 in benefits and allowances.  
**FSN-11 (Full Performance Level)** starting salary US\$30,417 per year plus US\$10,500 in benefits and allowances (upon satisfactory completion of training period of not less than 12 months and confirmation of the appointment).

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Sana'a is seeking an individual for the position of Democracy and Governance Specialist the United States agency for International Development (USAID) Office.

**BASIC FUNCTION OF POSITION:**

The incumbent serves as the democracy and governance specialist under USAID Yemen's Development Objective (DO1): "Political Reforms Enable Development". As USAID Yemen's local democracy and governance expert, s/he serves as the principal FSN advisor and analyst on areas such as supporting the development of a civil society; conflict mitigation and management, fostering free, open, and democratic elections and strengthening government accountability. These areas also include training and strengthening reform-minded Parliament members; promoting more efficient and accountable local governments and representative institutions; strengthening of rule of law, and strengthening legal systems and processes in support of democratic and economic reforms.

S/he provides input and technical direction into the design, implementation, management, and monitoring and evaluation of assigned activities and projects under the DOI. S/he also conducts related discussions and negotiations with officials from the Yemen Government, private sector, non-governmental organizations, and donors. The incumbent will also work with other donors in the democracy sphere coordinating USAID assistance to complement other donor activities.

USAID's overall goal in Yemen is to support USG foreign policy objectives to support strengthening Yemen's democratization process and expand on socioeconomic and other development tools and opportunities to respond to violent extremism and insurgency. As previous USAID programs targeted specific remote and under-served governorates that have harbored and/or produced terrorists, current and future DG programming will focus on post political-transition activities and the strengthening of the local and sub-national levels of government. These activities will also be directly tied to and positively impact local community development. Other likely components will include national level programs to support parliament and political processes, as well as the electoral process and other efforts. Future DG programming will build directly on past, and in some cases ongoing, smaller-scale activities.

The incumbent will be required to work with other US Government Agencies, particular the Department of State, to advise them and the US Embassy regarding the programming assistance supporting DG activities.

Please email [hrosanaa@state.gov](mailto:hrosanaa@state.gov) for the complete position description.

**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 Political Science, Social Science, Humanities or related field is required. An advanced degree in these areas is preferred.

B. Prior Work Experience:

Minimum of five years work experience in developing and/or managing development projects, with at least two of those years being related to democracy and governance issues and at least one of those years in managerial capacity. Experience must demonstrate an increasing responsibility for managing, analyzing, coordinating, and guiding project management efforts. Experience in monitoring and evaluating programs is required. Experience with a donor or international development organization is desirable.

C. Language Proficiency:

Level IV, strong oral and written proficiency in both English and Arabic is required. Fluent English is required to prepare narrative analysis and reports as well as to represent USAID Yemen with host government, non-governmental organizations, and donor institutions.

D. Job Knowledge:

A thorough knowledge and understanding of the Yemen political, economic, and social systems, and the government and non-government entities working in democracy and governance. This must be complemented by a comprehensive knowledge of 1) the economic, political, and cultural characteristics and 2) the social problems, resources, and development prospects/ priorities relating to democracy and governance development. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development; USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

E. Skills and Abilities:

Demonstrated managerial skills to effectively manage assigned activities. Excellent skills to deal effectively with officials at the most senior levels of the Yemen government, US Embassy and USAID Mission, as well as donors and non-governmental organizations. Excellent communication and writing skills to conduct clear and effective discussions and to draft clear and accurate documents. Good analytical and presentation skills to assemble, analyze, evaluate and present data. Objectivity to provide unbiased and sound information and advice in assigned areas. Computer skills, especially with word-processing, spreadsheet design, web research, and presentation software are required.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen eligible family members (USEFMs) and U.S. veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an overall summary rating of Needs Improvement or Unsatisfactory on their most recent employee performance report are not eligible to apply.
4. Currently employed US citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold the appropriate security clearance.

### **TO APPLY**

Interested candidates for this position must submit the following for **consideration** of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Application must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
7. Applications are **only** accepted in English.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Dahr Himyar Street, Sa'awan,  
Sana'a Yemen

E-mail: [hrosanaa@state.gov](mailto:hrosanaa@state.gov)

**CLOSING DATE FOR THIS POSITION: June 22, 2014**

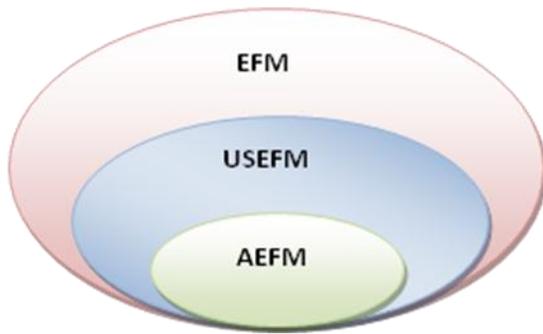
**Embassy Sana'a maintains a drug-free workplace.**

The US Mission in Sana'a provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HRA- BAlmardahi  
Cleared: HRS- Sistorla  
TPD- THalmrast-Sanchez  
Approved: HRO- RColes

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EfMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, S/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References