



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-09-004

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

POSITION: Program Management Specialist

OPENING DATE: Monday, February 9, 2009

CLOSING DATE: Monday, February 23, 2009 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/week

SALARY & GRADE: FSN-10

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 Program Management Specialist in the Program Office at USAID Juba.

BASIC FUNCTION:

The position is in the USAID/Juba Program Office (PS). The incumbent is a high level professional who performs a variety of program analyses, reporting and evaluation, government and donor liaison and performance monitoring functions in support of USAID/Juba. The incumbent serves as a professional advisor to senior staff on complex in-depth country analysis for the policy formulation of the USAID development assistance in Juba and assessing the performance of on-going programs.

The Program Office provides programmatic support to the USAID/Juba Office. The office's principal functions include: (a) oversight of program approval process; (b) monitoring/evaluation of program performance and analyses of program strategic development, relevance and direction; (c) management of program budget; (d) management of information services; (e) oversight and final preparation of Mission reporting requirements, principally the annual report; and (f) preparation and dissemination of public information material.

The Program Specialist will provide high level technical and analytical support to the Program Office under the direct supervision of the Supervisory Program officer.

QUALIFICATIONS REQUIRED:

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

a. --Education: A graduate degree in social science, public administration, economics, international relations, English or related field. A degree in other study areas will be considered depending upon satisfying the prior work experience requirements.

--Prior Work Experience: A minimum of five years of responsible professional experience demonstrating progressive responsibility and leadership with an international organization.

--Language Proficiency: (This will be tested)

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

--Skills:

Excellent organizational, analytical, writing, and interpersonal skills are needed. The candidate must have demonstrated the ability to work successfully independently and on teams, be flexible and produce quality products under tight deadlines. Candidate must be able to exercise significant professional judgment relating to program development and monitoring regulations, and ability to prioritize in a multitask environment.

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.

-- When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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.
3. 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.
4. 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

TO APPLY: Interested individuals for this position should submit the following to either USAID Khartoum or USAID Juba or the application will not be considered:

Application form for Federal Employment, in an envelope marked "Job Announcement 09/004/Juba - Program Management Specialist to either the USAID EXO/Human Resources Office in Khartoum or Juba.

- OR -

A resume/Curriculum Vitae (C.V.) containing documented education and work experience, certificates, awards - that address the requirements

of the position as listed above. Applications also may be submitted through e-mail at the given e-mail address below.

POINT OF CONTACT:

Human Resources Office

USAID - Khartoum

Telephone: 83-268755 Ext. 1037.

E-mail: khartoumusaidhr@usaid.gov. (Submission of applications and supporting documentation via e-mail must include the Vacancy Number and Position Title on the subject line).

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.