



# USAID | SUDAN

FROM THE AMERICAN PEOPLE

## ANNOUNCEMENT NO: VA-09-007 (Juba)

- OPEN TO:** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.
- POSITION:** Education Project Management Specialist(Two Positions)
- DUTY STATION:** Juba
- OPENING DATE:** Monday, March 9, 2009
- CLOSING DATE:** Monday, March 23, 2009 - 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.

USAID/Sudan is seeking Sudanese Nationals or Ordinarily Resident Citizen of Sudan for the positions of Education Project Management Specialist in the Education office at USAID Juba.

**BASIC FUNCTION:**

The Education Project Management Specialist is charged with responsibility for management of progress and impact of USAID southern Sudan's education projects implemented by several international NGOs. S/he will be held accountable for and evaluated against mutually established specific work objectives and performance indicators.

She/he is a mid-level professional with broad experience in educational activities or similar social services delivery projects, especially teacher training, capacity building, interactive radio instruction or distance education, and will use her/his independent judgment and initiative to complete complex tasks with minimal technical supervision. Knowledge of ICT applications is desirable.

The incumbent will utilize her/his technical skills and knowledge of program implementation to recognize opportunities for new initiatives and propose modifications to improve program results.

The incumbent will carry out his/her duties as staff member of the USAID/Sudan Mission and will work in collaboration with other members of the education team

**QUALIFICATIONS REQUIRED:**

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

**--Education:**

Bachelor's Degree in Liberal Arts (education, sociology, literature, philosophy, history, etc.) is required

**--Prior Work Experience:** Three to five years of prior work experience is required. At least three years experience working on humanitarian and/or development programs in educational projects or similar level of expertise in the social services sectors.

**--Language Proficiency: (This will be tested)**

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent

**--Skills:** Managerial and coordination skills; excellent interpersonal skills in various settings; good social and professional judgment; ability to undertake extensive field trips; ability to maintain collaborative working relationship in a team structure. Able to work in complex situations and maintain high quality work output. Able to

communicate effectively with beneficiaries. The ability to work in teams, and applying good listening and interviewing skills will be important to accomplishing the objectives of this position. Able to develop and maintain an extensive range of working level contacts with stakeholders. Must be able to work independently with little direction. Must be able to communicate ideas clearly and effectively in English; both orally and written. A strong ability to analyze information, evaluate data and prepare reports and related documents in English. Proficiency in all computer applications is required.

**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 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 09/007/Juba - Education Project Management specialist Position" to either the USAID EXO/Human Resources Office in Juba or Khartoum. For candidates delivering applications in Juba, candidates will be asked to sign a logbook when delivering their application which will include the date of delivery, their name and their signature and then place their application in a secure lock box. Applications found in the secure lock box that are not logged into the logbook or are not delivered within the hours specified will not be accepted.

- 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](mailto: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.*