



USAID | SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-09-11(Juba)

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

POSITION: Project Management Specialist

OPENING DATE: Tuesday, June 16, 2009

CLOSING DATE: Tuesday, June 30, 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.

USAID/Sudan is seeking a qualified individual for the position of Project Management Specialist in OFDA Office at USAID Juba.

BASIC FUNCTION:

The Project Management Specialist will make frequent trips in the Southern Sudan to monitor activities funded by USAID/OFDA, to keep abreast of the changing program context, and to attend significant events. USAID/OFDA has particular interest in areas receiving many returning Internally Displaced Person (IDPs) and refugees. He/She will report to the USAID/OFDA Program Officer based in Juba, and work with other USAID officials in Juba including USAID/Food for Peace, USAID/Economic Growth, and USAID/Health. The incumbent is expected to maintain close contact with local authorities and communities in major areas of USAID programming and areas of high return. Additionally, the incumbent needs to maintain regular contact with appropriate Government of Southern Sudan (GOSS), state and local authorities (especially in areas of high returnees); with vulnerable communities and with Sudanese intellectual and civil society.

QUALIFICATIONS REQUIRED:

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

-- **Education:** Completion of Secondary School is required

-- **Prior Work Experience:** 7 - 10 years of progressively responsible experience in needs assessment, food security, IDP returns monitoring, implementation of humanitarian programs etc.

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

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent

-- **Skills:** Ability to exercise initiative and to work independently. Ability to establish and maintain contacts with USAID contractors, grantees, clients and counterparts in relevant host-government and

private sector organizations. Ability to work with MS Word, Outlook, Excel, and Power Point. Ability to undertake analysis and to understand USAID programs. Must be sensitive to USAID relationships with GOSS, other donors, the Embassy, PVOs and private and public organizations.

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 09/011/Juba - Project Management Specialist" to either the USAID EXO/Human Resources Office in Khartoum or Juba. 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. (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