



# USAID | SUDAN

FROM THE AMERICAN PEOPLE

## ANNOUNCEMENT NO: VA-09-002

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

**POSITION:** Project Management Specialist (Elections And Political Processes)

**DUTY STATION:** Juba

**OPENING DATE:** Monday, December 15, 2008

**CLOSING DATE:** Monday, December 29, 2008 - 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 Sudanese National or Ordinarily Resident Citizen of Sudan for the position of Project Management Specialist (Elections and Political Processes) in the Democracy and Governance office at USAID Juba.

**BASIC FUNCTION:**

The Project Management Specialist (Elections and Political Processes) is located in the USAID/Sudan, Juba Field Office Democracy and Governance (DG) Team and assists in managing USAID strategy and assistance in support of planned 2009 national elections and the 2011 referendum and popular consultations in Sudan. The Specialist works with the Senior Elections and Political Processes Advisor and the DG Team Leader to manage a comprehensive and complex portfolio of election and political process assistance. Liaises with USAID implementing partners (IPs) to ensure the maximum effectiveness of USAID activities in support of elections and political processes, and reports to the Advisor and Team Leader on accomplishments and challenges in the sector, and with the programs of IPs. Assists in assuring USAID assistance to elections and political processes is cost-effective, well monitored, and effectively managed in order to rapidly adjust to changing needs and context.

**QUALIFICATIONS REQUIRED:**

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

--**Education:** Bachelors degree in a relevant field (including but not limited to political science, international development, or international relations).

--**Prior Work Experience:** From three to five years of progressively responsible experience in relevant areas, including at least one year of this experience in a project management environment, or in related work for USAID, other donor agencies, host-government organizations, or private-sector institutions.

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

Speaking	Reading	Writing
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English:	Fluent	Fluent	Fluent
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--**Skills:** Must have demonstrated ability to establish and maintain high-level contacts with appropriate counterparts in the Sudanese Government, donor organizations, bilateral and multilateral agencies, and private-sector organizations. Ability to work independently, individually, and with minimal supervision, in order to obtain and analyze data, and to draft accurate factual and analytical reports. The ability to obtain, evaluate, and interpret factual, analytical, and legal data, and to prepare precise, accurate, and complete reports as needed to assist in project development efforts is required. The ability to recognize significant trends in the data collected, and to bring it to the attention of superiors in a cogent and concise manner, is necessary. Skill in the operation of various computer related programs, to assist in the compilation of data.

**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 09/002/Juba - Project Management Specialist (Elections and Political Processes" 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](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.*