ADMINISTRATIVE NOTICE

TO: All CCN Employees  
FROM: Troy Tillis, Supervisory Executive Officer
SUBJECT: VACANCY ANNOUNCEMENT – USAID Project Management Specialist

OPENING DATE: July 2, 2018
CLOSING DATE: July 16, 2018 at 3:00 p.m. (local time)
WORK HOURS: Full time; 40 hours/week
GRADE: FSN-11

REQUIRED QUALIFICATIONS:
NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considered for the position.

a. Bachelor’s degree, or the host country equivalent required in law, political science, public policy/administration, business administration, economics, international relations, sociology or related field.

b. At least seven years of experience in the democracy and governance sector including experience in one or more of the following: Rule of Law, justice and/or citizen security; civil society strengthening; transparency; and/or anti-corruption. This experience can be with an international, governmental, civil society, or private sector institution.

c. Language Proficiency: Level IV Spanish, Level IV English (fluent) Note: Candidate’s oral and written English skills will be evaluated as part of the selection process).

d. Incumbent must have the ability to develop and maintain contacts with senior-level officials in the GOG, municipal government, civil society and other non-governmental actors to explain USAID development assistance and activity implementation, including regulations and priorities. S/he must also be able to brief senior U.S. Government officials of the priorities and concerns of Guatemalan stakeholders to improve governance at all levels and political processes. S/he must demonstrate the ability to objectively follow, analyze, and communicate with senior level managers and decision makers on democratic and governance trends and related complex issues in the
country and their overall impact on USAID democracy programs. Therefore, s/he must have excellent analytical, judgment, planning, management, organizational and teamwork skills. S/he must have the ability to handle a high-paced environment and competing demands in order to complete work in a timely manner. S/he must have strong written and oral communication skills and demonstrated project management skills. Last but not least, incumbent must have a high degree of knowledge of governance and political structures within Guatemala.

FUNCTIONS OF THE POSITION:
The Specialist serves as a member of the Democracy and Governance Office and is responsible for conducting policy analysis and providing technical guidance for the design, implementation, management and monitoring of key activities in support of Development Objective #1: Greater Security and Justice for citizens. Specifically, will focus on activities in support of Rule of Law, justice and/or citizen security. Incumbent will represent USAID with senior-level Government of Guatemala counterparts, the international donor community, civil society and other non-governmental actors, the private sector, and the U.S. Interagency. Must exhibit the highest level of professionalism and judgement while managing the complex and politically-sensitive issues that arise within the portfolio. Will serve as the Contracting/Agreement Officer’s Representative or Activity Manager for one or more areas of USAID programming: Rule of Law justice and/or citizen security sector.

WE OFFER:
Annual salary range from Q310,769.00 through Q481,697.00 based on past certified earnings. Labor benefits, medical insurance and retirement plan. If you do not meet all the requirements, please do not apply.

TO APPLY:
Interested candidates must submit curriculum vitae, a letter in English summarizing his/her work experience and ability to meet each of the qualifications for the position, copy of DPI, salary history, and filled Application for Employment (DS-174 form), which can be found in our Facebook page “USAID Guatemala”. Please send all information described above electronically only to: Guatemalavacancies@usaid.gov no later than July 16 at 3:00 p.m. (local time). Incomplete applications will be dismissed.

The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.