



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: 147 - 2016
ISSUANCE DATE: June 30, 2017

SUBJECT: Cancellation of Solicitation 147 - 2016
USAID PROJECT MANAGEMENT ASSISTANT, FSN-8

Due to anticipated reductions in USAID/Indonesia budget, the solicitation for the position of USAID Project Management Assistant, FSN-8 for the Health Office is canceled.

USAID/Indonesia may re-solicit for this position in the future. Any interested individuals may apply at that time.

Sincerely,

/s/

Nathan Drury
A/ Supervisory Executive Officer
USAID/Indonesia



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MISSION NOTICE

No: 147 - 2016

Date: November 29, 2016

TO: All Mission Staff

FROM: Susan Cheung, Supervisory Executive Officer

SUBJECT: USAID Project Management Assistant, FSN-8 (Full Performance Level). Re advertised

OPEN TO: All Interested Candidates (Indonesian Citizen)

POSITION: USAID Project Management Assistant, FSN-8 (Full Performance Level)

OPENING DATE: December 1, 2016

CLOSING DATE: December 14, 2016

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-8 (Full Performance Level). Salary starts from Rp. 11,426,994 per month depending on qualifications, experience and salary history.

The U.S. Agency for International Development/Health Office is seeking an individual for the position of USAID Project Management Assistant, FSN-8 (Full Performance Level), located at US Embassy Annex, Gedung Sarana Jaya, Jl. Budi Kemuliaan I/1, Jakarta 10110, Indonesia.

BASIC FUNCTION OF POSITION:

Under the direct supervision of USAID's Infectious Disease Specialist (FSN-12), the incumbent serves as the Program Management Assistant (PMA) for elements of the Infectious Diseases (ID) Team. Priority areas for the ID PMA in the USAID/Indonesia Office of Health (OH) include (but are not limited to): Emerging Infectious Diseases (EID), Tuberculosis (TB), Neglected Tropical Diseases (NTD), and Drug Quality and Supply Chain programs. Responsibilities include budget management, development of success stories and briefing reports, monitoring and evaluation, and the planning, delivery and distribution of healthcare commodities.

USAID's comprehensive infectious diseases programs support the Government of Indonesia's efforts to achieve national targets as well as international agreements and requirements, such as the International Health Regulations (IHR) and the Millennium Development Goals. In this regard, USAID provides strategic and targeted support to improve Indonesia's ability to prevent, detect and respond to infectious diseases of national, regional and global importance.

The PMA will support the Office of Health in the achievement of its objectives by serving as administrative assistant for USAID/Indonesia's ID programs relating primarily to EID, TB and NTD Control. The PMA position requires an individual who can work effectively under pressure; combined with the ability to multitask and follow through on work assigned with some level of supervision; the ability to work creatively in a team or independently; and the ability to produce high quality work and meet/adhere to established timeframes and submission deadlines.

QUALIFICATIONS REQUIRED:

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

- 1) College or university study in social science, economics, management, or public administration is required.

- 2) Minimum three (3) years of work experience in a relevant field with government, an international organization, development program or donor organization is required.
- 3) Fluency in both written and spoken English and Bahasa Indonesia level 4 is required.

SELECTION CRITERIA:

In addition to the above criteria related to education, experience, and language proficiency, the following criteria will also be used to evaluate applicants:

- 1) Knowledge of the concepts, principles, techniques and practices of program management, including experience managing activities, schedules, and project implementation and monitoring/evaluation.
- 2) A strong working familiarity with USAID procurement and administrative policies and procedures would be helpful.
- 3) The incumbent must have the ability to work under pressure and have sound judgment and strong interpersonal skills.
- 4) S/he must be able to work effectively with USAID colleagues and cooperating partner teams, as well as establish and maintain contacts with government officials, civil society organizations, other partners and stakeholders.

SUBMIT APPLICATION TO:

USAID Human Resources Office
c/o American Embassy Annex,
Gedung Sarana Jaya, Jl. Budi Kemuliaan I/1, Jakarta 10110
E-mail: jktrecruitment@usaid.gov

CLOSING DATE FOR THE POSITION: December 14, 2016

Candidates who applied previously need not reapply as those applications are in HR's files and will be considered for the position

THE FOLLOWING ARE ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment, DS-174; or
2. A current resume or curriculum vitae that provides the same information as DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the above mentioned qualifications for the position.

IMPORTANT:

- Put the post code on the subject of your email: **F06016**
- Email attachment must be in .pdf format
- Any supporting documents in excess of 2MB must be sent in a .zip file
- Do not attach photo
- No phone or email inquiries

All candidates are encouraged to provide a cover letter in English which clearly expresses the rationale for their interest in the position in a manner and format that persuasively and convincingly argues for their recruitment. All candidates are encouraged to send application by email.