

###### USAID JOB OPPORTUNITY ANNOUNCEMENT #001

**DATE:** **February 17, 2017**

###### TO: ALL INTERESTED CANDIDATES

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**FROM: UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID), REGIONAL MISSION TO UKRAINE, BELARUS AND MOLDOVA**

**SUBJECT: PROJECT MANAGEMENT ASSISTANT**

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Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. ***Application procedure* is outlined at the end of this notice.**

**POSITION TITLE:**  **PROJECT MANAGEMENT ASSISTANT**

**OPEN TO:**  **ALL INTERESTED CANDIDATES**

**GRADE LEVEL\*:**  **FSN-8 (Full Performance Level)**

 **FSN-07 (Training Level*)\****

**WORK HOURS: Full Time, 40 hours per week**

**POSITION TYPE:****Permanent**

**OFFICE LOCATION:** **USAID/Ukraine, Office of Democracy and Governance**

**OPENING DATE:** **Immediate**

**DEADLINE: March 3, 2017**

**\**The successful incumbent will be hired at the Training Level, FSN-7 until all mandatory USAID training is completed and the full performance level of the position is reached.***

**BASIC FUNCTION OF POSITION:**

The **Program Management Assistant (PMA)** position is located in the **Office of Democracy and Governance (ODG)** of the USAID Regional Mission to Ukraine, Moldova, and Belarus (the Mission). ODG is one of three Kyiv-based technical offices in the Mission. ODG manages USAID activities in democracy, governance and human rights in Ukraine, including support to independent media, civil society, elections, political processes, parliamentary strengthening, local governance, human rights, rule of law, anti-corruption, and counter-trafficking in persons. Activities within these areas are guided by two ODG technical teams, each led by a Deputy Director under the leadership of the ODG Director. More information about USAID/Ukraine and the Office of Democracy and Governance is available at: http://ukraine.usaid.gov/

The PMA will work in the Office of Democracy and Governance in Kyiv under the supervision of the Office Director or his/her designee. The principle role of the PMA is to support the Mission’s democracy, human rights and governance programs with technical program management assistance. This includes serving as Alternate Agreement Officer Representative (AOR)/Contracting Officer Representative (COR) for designated ODG activities, and providing program management assistance to AORs/CORs across ODG. The PMA assists in essential program management functions, including activity monitoring, record-keeping, and reporting. The PMA will assist with ODG technical assessments, project designs, and activity designs. Specific tasks and responsibilities are outlined below.

**QUALIFICATION REQUIRED FOR EFFECTIVE PERFORMANCE:**

1. Education: This position requires at least a university degree (B.A. or B.S.). A degree in public administration, political science, law, economics, education, or a related field is desired.
2. Prior Work Experience: This position requires at least three years of progressively responsible experience in development assistance or program management, with at least one year of relevant project/activity management experience. Previous experience is desirable with leading international development institutions, government, international NGOs, embassies, or private-sector entities. Other experience related to USAID assistance is highly desirable.
3. Post Entry Training: The Mission will make every effort to provide in-service USAID orientation and professional development training, including required trainings to obtain and maintain AOR/COR and GLAAS certification, including:

● A&A Primer;

● Phoenix Accruals;

● Programming Foreign Assistance;

● A&A Management for CORs/AORs;

● ABC’s of GLAAS Basic;

● Continuous learning trainings required to maintain AOR/COR certification.

1. Language Proficiency(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) English ability for reading, speaking and writing is required; proficiency in Ukrainian and Russian is also required at a Level IV (fluent) for reading, speaking, and writing. To address this required qualification, the applicant must list both English and host country language(s) proficiency requirements by proficiency level (I through V), and skill specialization (speak/read/write) in the pertinent section of the application documents.
2. Job Knowledge: Knowledge of project management principles is required. Knowledge of Ukraine’s current political, economic, social and cultural environment is also required. Knowledge of USAID, programs, policies, regulations, project management approach, reporting and record-keeping requirements is desired.
3. Skills and Abilities: Proficiency in MS Word, Excel, Power Point, Gmail, and Google Docs required. Ability to prepare user-friendly and informative reports required. Excellent listening, writing and verbal communications skills required, ability to evaluate and interpret data and written reports required. Ability to recognize significant developments and trends in the area of democracy and governance and identify the impact on program implementation required; Ability to establish and maintain contacts with counterparts, other donor agencies, and international organizations required; Willingness to work effectively and collaboratively in a team-based environment under tight deadline required. Demonstrated ability to handle sensitive issues with professionalism, tact and diplomacy required, including matters that require resolving disagreements or potentially divisive issues. Strong organizational and time management skills

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| **POSITION ELEMENTS**  |

a. Supervision Received: The PMA is directly supervised by the ODG Office Director or his/her designee.

b. Supervision Exercised: None

c. Available Guidelines: In addition to written and oral direction from the A&PMA Supervisor, guidelines consist of the USAID Automated Directives System (ADS), USAID/Ukraine Mission Orders, USAID/Ukraine Country Development Cooperation Strategy, Project Appraisal Documents, and individual Cooperative Agreements or Contracts.

d. Exercise of Judgment:Professional-level judgment and initiative are required to respond to interoffice and intergovernmental activities, to deal effectively with host country officials and other donors, and to use sound judgment in dealing with implementing partners and members of the general public. Keen judgment is required in interpreting and enforcing USAID policies and regulations, in analyzing issues, and to help to solve highly complex problems related to program activity formation and implementation. Judgment is required in reviewing technical and

progress reports, technical proposals for new activities and in evaluating contractor/grantee performance, financial reports, analyzing the implications of events, and in making recommendations to Team Leaders, Office Director, and senior management as to areas where their attention is needed.

e. Authority to Make Commitments:Makes technical inputs necessary to achieve project goals. Where changes to awards may be warranted, s/he should advise the Mission management and recommend a course of action. He or she will not, however, have the authority to commit or expend U.S. Government funds.

f. Nature, Level, and Purpose of Contacts: The incumbent will be in frequent contact with host government counterparts, implementing partners, other donors, and Mission and USAID/Washington employees at all levels. The purpose of these contacts generally is to coordinate programmatic and operational matters, to share information, and to arrange specific meetings, workshops, or other program activities. The incumbent may represent USAID in working-level technical meetings and accompany senior USAID staff at higher level meetings.

g. Time Expected to Reach Full Performance Level:One year.

**APPLICATION AND SELECTION PROCESS:**

Interested candidates in order to apply for this position must submit in English:

1. Current *résumé* or curriculum vitae and a letter of interest;
2. Mandatory Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The form could be obtained from the Embassy website **(PDF format)**: [**http://ukraine.usembassy.gov/job-opportunities.html**](http://ukraine.usembassy.gov/job-opportunities.html%20) or from the USAID website **(Word format):** [**http://ukraine.usaid.gov/content/employment-opportunities-en**](http://ukraine.usaid.gov/content/employment-opportunities-en)

A *résumé* or curriculum vitae must contain three to five references with current contact information. The Technical evaluation committee shall consider the past performance information obtained from the reference checks in scoring past performance. It is therefore recommended that the applicant alerts the contacts that their names have been submitted and that they are authorized to provide past performance information when requested.

*A letter of interest* must describe what the applicant understands to be the key responsibilities of the position and highlight the applicant’s qualifications, skills, attributes and past experience to demonstrate suitability for the position and how the applicant meets the requirements of each of the evaluation criteria described above.  The *letter of interest* may be considered as a writing sample and should not exceed three (3) pages using standard font (12) Times New Roman.

**SUBMIT APPLICATIONS TO:**

**Human Resources Office**

**KyivHR@state.gov****, fax: +38-044-521-5155**

**Include vacancy number and position title in the subject line of your email/fax cover sheet and on your application.**

**Note: Only those applications that are received in the Human Resources Office by COB March 3, 2017 will be eligible for consideration.** **Applications and letters that are *inadequate or incomplete* will not be considered.** **Only those applicants who are selected for the written test and interviews will be contacted.**

**ADDITIONAL SELECTION CRITERIA:**

* This position is open to Ordinary Residents. Ordinarily Resident (OR) – An individual who meets the following criteria:
* A citizen of the host country or a non-citizen of the host country who is locally resident, has legal and permanent residency status within the host country is a holder of a non-diplomatic visa,  and  has a work permit;
* Is subject to host country employment and tax laws.

A non-citizen of the host country must provide a copy of proof of residence and employment eligibility.

* Current Mission employees serving a *probationary period* are not eligible to apply for this position.
* Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
* A written test will be given to assess the candidate’s English writing skills, proficiency with Microsoft applications and general computer skills.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The US Government also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: USAID/EXO