



U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2017-21**

OPEN TO: **All Bangladeshi Interested Candidates/All Sources**

POSITION: **Project Management Specialist (Democracy)**

OPENING DATE: **April 11, 2017**

CLOSING DATE: **April 30, 2017** (before 4:30 p.m.)

WORK HOURS: Full-time; **40 Hours/5** days per week

SALARY: **FSN-11** (Salary approx. Tk. 196,500 per month)

Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade)

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Specialist (Democracy)** in the Office of Democracy and Governance (DG).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.



BASIC FUNCTION:

The Project Management Specialist (Democracy) provides advice and analysis to the Office of Democracy and Governance (DG) on national electoral politics, processes, and institutions including the Parliament of Bangladesh, political parties, the conduct of elections, related initiatives in civil society, citizen awareness and participation, and other related issues. S/he is responsible for managing activities related to political institutions and process strengthening activities of the democracy and governance portfolio under the DG Office and other associated good governance activities as assigned. S/he will act as the Mission's Contracting/Agreement Officer's Representative (C/AOR) for national political institutions and process strengthening related contracts, cooperative agreements, and grants.

The incumbent will be expected to provide leadership and focus for USAID/Bangladesh's programs related to elections, national legislative strengthening, as well as political parties and competition. S/he will be the Mission's primary link with other organizations in Bangladesh focusing on these issues, particularly NGOs, other donors and international agencies, research organizations, and the Government of Bangladesh. S/he may also be tasked to represent the Mission on the Local Consultative Group (LCG) for Subgroup on Political Governance and others as assigned. The position will also engage on activities related to Countering Violent Extremism (CVE), particularly as it relates to activities that reduce political violence and encourage dialogue and mediation between political rivals.

MAJOR DUTIES AND RESPONSIBILITIES:

The Project Management Specialist (Democracy) works with the DG team and provides technical and analytical input for all aspects of activities related to national politics, processes, and institutions. S/he is involved in a wide range of DG program management activities, including design, implementation and evaluation.

1. Program Management & Oversight: The Democracy Advisor is responsible for coordinating and monitoring activities necessary to attain specific results under the Good Governance program area and manages all of USAID/Bangladesh's activities on national politics, processes, and institutions. S/he will serve as the Contracting/Agreement Officer's Representative (C/AOR) for at least one of USAID/Bangladesh's political competition programs and may be assigned management responsibilities over other selected Mission-funded democracy CVE, and good governance activities. S/he provides advisory inputs and constructive feedback to the grants, cooperative agreements, and contracts s/he manages, exercising specific approval authorities delegated by the Contracting Officer. The



incumbent makes regular field monitoring visits and meets with senior management and project officials of partner organizations to assess the progress of program activities towards achieving results. S/he will occasionally be required to make formal presentations and speak publicly on USAID-supported initiatives. S/he will help manage and may participate in formal program evaluations, sectoral assessments and/or mission-wide portfolio reviews. S/he analyzes program performance data and contributes to periodic reporting documents such as the Annual Report, the annual Operational Plan, Semi-Annual Portfolio Review (SAPR), Congressional Notifications, and Technical Notifications.

2. **Strategic Planning and Program Design:** The Governance Advisor provides direction, judgment, and input relating to program decisions on political process and institution strengthening issues. The Governance Advisor suggests changes to the DG strategy related to these areas when necessary. S/he actively participates in developing/revising the Operational Plan and performance monitoring plan. The Advisor participates in major programmatic decisions and helps define general program direction and priorities in parliamentary strengthening, political party development and citizen political participation.
3. **Networking and Coordination:** The Governance Advisor ensures that USAID's national politics, processes, and institution strengthening activities are coordinated as appropriate with other USAID activities, as well as with those of the Government of Bangladesh and other development partners. S/he establishes and maintains excellent working relationships with senior officials and representatives of the Government of Bangladesh, the donor community, and NGOs to enhance collaborative efforts to achieve mutual goals and objectives including close collaboration with the Parliament Secretariat and other GOB institutions as deemed appropriate. S/he keeps partners informed of USAID trends and priorities. S/he may represent USAID on the Local Consultative Group (LCG) Subgroup on Political Governance and others as assigned. S/he will also engage in coordination and planing as the portfolio relates to countering violent extremism.
4. **Gender:** Provides necessary inputs and suggestions for integrating gender issues into all activities s/he is tasked with, including for relevant Mission Activity Designs and Activity Approval Documents as well as in the preparation of Statements of Work (SOW) to procure technical assistance, training or other technical support from qualified implementers. As C/AOR ensures that gender issues are properly addressed during project implementation and within the individual workplans of each implementing partner under his/her supervision. S/he provides support to the Mission Gender Advisor in developing tools for implementing the Mission gender



policy and ensuring that the DG team follows all mandatory gender requirements as outlined in the ADS as applicable.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** The Project Management Specialist (Democracy) must have a Master's degree in a social science, public administration, international relations or other related discipline. *(You must attach a copy of your Bachelor's degree & specialized training certificate along with your application form.)*
- 2. Experience:** The Project Management Specialist (Democracy) must have a minimum of five to seven years work experience in an NGO, Government, political entity, other donor agencies or other private sector organization relating to democratic processes, political party development, capacity building, civil society, human rights, or some other related development topic. Considerable weight will be given to work experience involving program design, management, and evaluation.
- 3. Knowledge:** In-depth knowledge of democratic institutions and processes in Bangladesh, such as elections, Parliament, decentralization, civil society development, human rights, and corruption-related issues and problems is required. Familiarity with how development programs are implemented through field activities and with advocacy and consensus building activities of civil society and local government organizations is essential. Knowledge of issues related to capacity development, program development, and organizational management is required.
- 4. Skills and Abilities:**
 - Ability to develop and maintain an extensive range of contacts in Government, donor agency and NGO sector circles.
 - Ability to network with a variety of different organizations that often possess differing views on the subjects of politics, governance, and citizen participation.
 - Ability to interact with the national government authorities, staff, political personalities, and citizen groups.
 - Ability to work well and take initiative with minimal supervision.
 - Ability to articulate programs and represent USAID policy positions at senior levels with the Government of Bangladesh, NGOs, and other donors.



- Outstanding writing skills.
- Excellent word processing, spreadsheet, and internet research skills.

5. Language: Level 4 (Fluent) Speaking/Reading/Writing of Bangla and English is required. English language proficiency will be tested.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a local security certification.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

3. Current employees serving a probation period are not eligible to apply.

HOW TO APPLY: Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Filled up application form. The application forms are available on our website <http://www.usaid.gov/bangladesh/work-with-us/careers>; and in the below link:

[Application Form AID-302-3](#)

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and;**
- II) A copy of Passport or Voter ID or Driver's License, and;**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.



WHERE TO APPLY:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Dhaka 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 Department of State 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. Women and members of minority groups are encouraged to apply.

-----XX-----