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RWANDA

VACANCY ANNOUNCEMENT: 2016 – 007

NOTE: All Non-Rwandan Citizens must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

- OPEN TO:** All interested Candidates.
- POSITION:** USAID Project Management Specialist (Trade Advisor),
Grade level: FSN-11
- BASIC SALARY:** From FRW 22,009,161 to FRW 37,415,578 per year
- OPENING DATE:** February 24, 2016
- CLOSING DATE:** March 11, 2016
- WORK HOURS:** Full-time; 40 hours/week.

USAID/Rwanda is seeking an Ordinarily Resident citizen or individual with the required work permit for employment as A.I.D Program Management Specialist (Trade Advisor) USAID/Rwanda offers an Equal Employment Opportunity (regardless of age, sex, race, handicaps, national origin, etc.).

BASIC FUNCTION OF POSITION

The incumbent is the lead technical specialist for the EG Office on all trade issues. The Specialist is responsible for managing, coordinating, monitoring, and evaluating the Mission's trade, regional integration and private enterprise development portfolio. The incumbent will provide substantive oversight in the formulation, design and administration of the Mission's trade programs, coordinating, engaging and negotiating with development partners, private and public institutions and USG stakeholders involved in promoting national trade, regional integration and private enterprise development. The incumbent will ensure effective communication and coordination with USG Trade Africa interagency platform, the USAID/Kenya and East Africa Office of Regional Economic Integration.

A copy of the complete position description listing all duties and responsibilities is available at the USAID/Rwanda Website: <http://www.usaid.gov/rwanda/partnership-opportunities>

QUALIFICATIONS REQUIRED

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

- a. Education: (10 Points):** Master's degree in Economics, Management Science, Business Administration, International Development, Finance, Marketing or related fields required with strong technical emphasis or specialization in the area of political economy, regional integration, industrialization, business development, finance, trade and investment, and/or competitiveness.
- b. Prior Work Experience: (35 Points)** Minimum of 7 years of progressively responsible, professional level experience in private sector development including in the application of trade policy, regional integration, market linkages, investment promotion and/or other innovative development finance mechanisms such as lending, equity investment and

public-private investments. Demonstrated experience in development assistance or related work for donor organizations, host government organizations, or private sector institutions is required. At least (5) five years' experience in developing or managing public and/or private sector development projects is desirable.

- c. **Language Proficiency: (25 Points)** a high degree of proficiency in written and spoken English; and highly desirable being fluent in written and spoken Kinyarwanda and/or French. Effective written and oral communication is absolutely critical to perform successfully in this position.
- d. **Skills and Abilities: (15 Points)** The incumbent must be able to learn and apply USAID activity implementation procedures and demonstrate management and organizational skills. The incumbent must have the ability to exercise sound judgment he/she must be able to communicate effectively, both orally and in writing, to obtain and transmit information to local and U.S. officials. The incumbent must be able to draft reports, correspondence, briefings, and other written products in accurate and grammatically correct English with little or no editing required, often under tight deadlines. Ability to plan, to develop, manage, and evaluate projects of the scope and complexity described is required. Good interpersonal skills required to work with trade and investment, and private sector development implementing partners. He/she must have the ability to establish and maintain an extensive range of contacts with ministerial-level officials and influential persons in the private sector, international and non-governmental organizations. The incumbent must have demonstrated skills in the operation of word processing, office information systems and personal computers. The incumbent must have also strong data processing - Excel, etc.
- e. **Knowledge: (15 Points)** The incumbent must exercise a considerable degree of specialized knowledge and experience to be applied in identifying and analyzing complex issues related to EG programs. The incumbent is required to understand and appreciate USAID procedures and policies in trade, agribusiness, private sector development and finance, its chief accomplishments and its challenges in order to skillfully articulate the rationale, objectives and priorities for the provision of U.S. foreign assistance to Rwanda. He/she must have a good knowledge of host-country contacts (governmental and non-governmental). Knowledge of USAID/Rwanda's history in trade, private sector and entrepreneurship development, efforts is recommended.

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.
3. If the selected applicant does not fill all the position requirements, he/she may be started at training level.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) from this link: <http://www.usaid.gov/rwanda/partnership-opportunities>
2. A current resume or curriculum vitae that provides the same information as an DS 174; and
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

E-mail: Kigalihr@usaid.gov

POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605

CLOSING DATE FOR THIS POSITION: March 11, 2016 at 12:00 pm

Cid: EXO