



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: FEBRUARY 07, 2014

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 03/14

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: AID PROGRAM MANAGEMENT SPECIALIST (COMMUNITY COOPERATION SPECIALIST)

LOCATION OF WORK: US EMBASSY, ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: FEBRUARY 21, 2014

SALARY: FSN-11 (USD 13,287 to USD 23,919 per annum) depending on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES: Under the direct supervision of the Democracy and Governance Office Chief the incumbent serves as the Community Cooperation Specialist to the DG office in order to provide up-to-date information on community cooperation and governance-related matters and identifies implications for broader USAID development interests in Ethiopia. S/he assesses and advises on community development matters relating to the Embassy Mission Performance Plan, the USAID's Strategy Statement, USAID sector strategies and the strategies and plans of other major donors to Ethiopia, including the multilateral institutions. S/he is responsible for making contributions to the formulation of the Mission's community cooperation and good governance agenda and co-ordinating it with proposed activities funded by other donors, the government of Ethiopia and civil society. S/he works with or relates to numerous GOE ministries/agencies, as well as all multilateral and bilateral donors. S/he primarily deals with technical counterparts in the GOE and from foreign donor agencies. S/he liaises with other Mission offices to ensure synergies between the social accountability and good governance related strategies and activities and those of other sectors and also provides guidance and support assistance as other Mission offices establish and sustain relationships with bilateral partners and other donors. Incumbent prepares appropriate procurement documents, including purchase orders, contracts, memorandum of negotiations and quotation summaries, obtains confirmation of fund availability from the office of the Controller and submits to the Executive Officer/Contracting Officer for review and signature.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following:

EDUCATION: Master's Degree in political science; good governance; community development; rural development; natural resources management or other community development related programs is required.

EXPERIENCE: At least five years of progressively responsible experience in the design and management of development and/or humanitarian programs is required; at least three of which have included specific and extensive involvement in rule of law and good governance activities.

LANGUAGE: Level IV (fluent) in English; fluency in Amharic.

KNOWLEDGE, SKILLS, AND ABILITIES: A thorough knowledge of the theory and practice of rule of law and good governance programs, including capacity building for government and civil society organizations. A thorough understanding of the development of laws, policies and the legislative development process in Ethiopia and perspectives of government and stakeholders. Thorough knowledge of USAID objectives and procedures for programming and strategy development, and of USAID policies, regulations, procedures, and documentation, and of the objectives, methodology and status of activities forming the basis of the Mission's portfolio. Ability to inter-relate rule of law and good governance issues, trends and developments to USAID programming and related capacity development of the host country. Ability to prepare factual and interpretive reports covering legal and justice sector subject matter is required. Ability to plan, organizes, and execute complex projects. Proven ability to prepare precise and accurate factual and analytical reports. Demonstrated ability to effectively present in writing conclusions/analysis for field trip reports, special reports, studies, memoranda of record to document meetings with senior GOE officials, etc. In addition, the incumbent will be expected to attend meetings, conferences, workshops, etc., in and outside of Ethiopia at which they will be expected to represent the Mission's policies and program objectives and/or the Mission-endorsed results of their analyses.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form {[Universal Application for Employment \(DS-174\)](#)} to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the Hiring Office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID Mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

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