



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: OCTOBER 20, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 17/16

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: USAID PROJECT MANAGEMENT SPECIALIST (CONFLICT MITIGATION & PEACEBUILDING)

LOCATION OF WORK: U.S. EMBASSY, ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: NOVEMBER 3, 2016

SALARY: FSN-11 USD 22,457 to USD 40,421 per annum depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: The purpose of this position is to provide technical, managerial, reporting and administrative expertise to the Office of Democracy and Governance for the full scope of its conflict mitigation/peacebuilding portfolio. Working in close concert with the conflict and security advisor, the incumbent is also responsible for communicating with all key stakeholders, partners and senior government officials on matters related to said areas. Key aspects of the job include: (1) developing and managing democracy and governance program/activities, particularly those related to conflict mitigation/peacebuilding; (2) providing the office with up-to-date analysis and advice on resilience/stability, political and governance-related matters, and identifying implications for broader USAID development interests in Ethiopia; (3) advising senior mission management and other technical offices on conflict related matters; and (4) coordinating with a wide variety of stakeholders, from civil society organizations to senior government officials of key ministries, to effectively manage the mission's conflict mitigation/peacebuilding efforts.

MINIMUM QUALIFICATIONS: To qualify, the applicant must possess the following qualifications:

EDUCATION: The multidisciplinary and multifaceted nature of the position requires a minimum of a Master's Degree in conflict management, peacebuilding or security studies; political science; public policy; good governance; rule of law; or related programs is required.

EXPERIENCE: Minimum of five years of progressively responsible experience in the management and evaluation of development and humanitarian programs, with specific and extensive involvement in conflict prevention, mitigation and management and/or countering violent extremism programming is required. Prior work experience in the design of conflict prevention/management, community security/justice and early warning and architecture capacity building of formal and customary conflict prevention/management structures and systems, democratic institutions; promoting the rule of law and good governance is desired. Three years' experience with USAID or other bilateral or multilateral development agencies, or International and/or Ethiopian non-governmental organizations in a project management capacity is required.

LANGUAGE: Fluency in English (Level IV) written and oral, fluency in Amharic (Level IV) written and oral. Knowledge of another of Ethiopia's major languages is considered advantageous. English will be tested.

KNOWLEDGE, SKILLS, AND ABILITIES: An incumbent must have a thorough knowledge of the theory and practice of good governance and conflict mitigation programs, including capacity building for government

and civil society organizations, analysis of political processes, and conflict management is required. Additional expertise in rule of law and human rights programming is a plus. An incumbent must have expertise in the risks, drivers and triggers for conflict (and conflict typologies) in Ethiopia as well as Ethiopia's existing conflict prevention/mitigation and response policy architecture. Additionally, a thorough understanding of the development of laws, policies and the legislative development process in Ethiopia and perspectives of government and stakeholders is required. A thorough knowledge of and ability to analyze the political environment and governance systems in Ethiopia are needed. A complete command of the importance of gender equality and its relationship with good governance and the promotion of peaceful and stable communities is required. The ability to inter-relate conflict/stability and good governance issues, trends and developments to USAID programming. Ability to prepare factual and interpretive reports covering, peace and security and political subject matters is required. Demonstrated capacity to participate in, lead and coordinate team efforts, to research and remain abreast of program management regulations, policies and procedures and to assist team members and implementing partners to apply them. Demonstrated ability to plan and conduct program evaluations, to develop outlines, solicit and incorporate inputs and edit team writing efforts. Ability to plan, organize, and execute complex projects. Excellent written and oral communication skills for analytical and factual reporting and presentations to senior Government of Ethiopia and U.S. Government officials are necessary. In addition, the incumbent will be expected to attend meetings, conferences, workshops, 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.

For your application to be considered, the following documents must be submitted:

- Letter of Application/Cover Letter;
- Completed and Signed Application for Employment Official Form–DS-174 found here [Universal Application for Employment \(DS-174\)](#);
- Current Resume/CV;
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say–**Vacancy 17/16 USAID Project Management Specialist (Conflict Mitigation & Peacebuilding)**;
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on 5 p.m. Ethiopian time of the vacancy closing date.

The official application, form DS-174, must be signed by the applicant, in ink, not typed, and dated prior to submission. This requires the applicant to print, sign, date, scan and attach the DS-174 form to the email mentioned above. If an applicant does not sign, in ink, the applicant will not be considered by USAID Ethiopia. Please take note of this requirement and please ensure you follow these instructions.

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.

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., 6035, 6043, 6137, or 6031.

NOTE: The application form is available free of charge upon request and are also available for download from the internet [Universal Application for Employment \(DS-174\)](#). The 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.

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030