

# Vacancy

## DEMOCRACY AND GOVERNANCE PROGRAM SPECIALIST

The United States Agency for International Development (**USAID**) in Colombo seeks suitable candidates for the position of Democracy and Governance Program Specialist for USAID/Sri Lanka's Office of Governance and Vulnerable Populations (GVP). In this capacity the Specialist will work under the policy guidance of the GVP Office Director. The Specialist will serve as a mid-level professional that is responsible for the management of awards to international and/or Sri Lankan civil society organizations that are an integral part of the GVP Office portfolio. The Democracy and Governance Program Specialist portfolio will include the management programs that strengthen public accountability, support of improved governance, and strengthen core democratic institutions. The Specialist requires specific experience and knowledge related to legislative function and processes, rule of law, governance systems and democratic institutions in Sri Lanka. The Specialist will need to demonstrate deep knowledge, in particular, of the socio-political challenges facing Sri Lanka, the role of parliament and independent commissions, and windows of opportunity to support avenues for substantive separation of power through institutional checks and balances. The Specialist should be a professional capable of engagement and representation to senior embassy officials, donor counterparts, and Sri Lankan government officials, at the highest levels. The Specialist must possess a very high degree of proficiency in both written and spoken English.

### **Required Qualifications, Experience and Skills:**

- 1. Education:** Bachelor's degree in a relevant field, such as political science, public administration, international relations, international development, law, community development, peace studies, governance, or other closely related field is required. A Master's degree in a related field is desirable.
- 2. Prior Work/Professional Experience:**
  - (a) At least six-eight years of progressively responsible experience in planning, developing and/or managing programs focused on good governance, political development, civil society/community development, democracy and governance;
  - (b) At least five (5) years of that experience should be in an international development context;
  - (c) Prior work experience should demonstrate that the candidate has understanding of international donor programs and experience developing strong working relationships with contractors/grantees, government officials and donors; and
  - (d) The candidate's prior work experience should demonstrate that s/he has the capacity and flexibility to develop and manage complex activities under shifting and difficult conditions.
- 3. Language Proficiency:** Level IV for Oral and written fluency in English and Sinhala and/or Tamil is required. The incumbent will be required to independently prepare and edit technical documents and correspondence at a professional level.
- 4. Skills and Abilities:**
  - (a) This position requires a broad combination of technical, analytical, leadership, and managerial abilities combined with consensus-building and negotiations skills.
  - (b) Demonstrated ability to work independently and in collaboration with other team members and units.
  - (c) Knowledge of and ability to use word processing and data management applications effectively, including Microsoft Windows, Microsoft Office Suite, and internet applications.

**Remuneration:** Between Rs. 2,053,225 to Rs. 3,490,479/- per annum (plus allowances as per the Mission Compensation Plan)

**TO APPLY:**

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

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or** a current resume or curriculum vitae that provides the same information found on the UAE form DS-174. The UAE form DS-174 or the Resume/CV **must be signed.**

(2) Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

You may download the UAE form DS-174 at:

<https://www.usaid.gov/sri-lanka/careers>

**SUBMIT APPLICATION TO:**

**The Executive Officer, USAID/Sri Lanka**

via e-mail to: [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov) on or before September 06, 2015 at 1700 Colombo time.

Applications received after the closing date will not be accepted.

Applications that do not meet the above requirements **WILL NOT** be considered by the selection committee. Only those applicants considered by USAID to be in the most competitive range in terms of qualifications and experience will be notified for further review in the position vacancy selection process.