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No: 021 - 2014

Date: January 30, 2014

Employment Opportunities (USAID) Indonesian Citizens, USAID Development Program Specialist, FSN-11

OPEN TO: All Interested Candidates (Indonesian Citizen)

POSITION: USAID Development Program Specialist (Gender Specialist), FSN-11 (Full Performance Level)

OPENING DATE: January 30, 2014

CLOSING DATE: February 19, 2014

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11 (Full Performance Level). Salary starts from Rp 21,800,431 per month depending on qualifications, experience and salary history.

The U.S. Agency for International Development/Program Office is seeking an individual for the position of **Development Program Specialist (Gender Specialist)**, located at US Embassy Annex, Gedung Sarana Jaya, Jl. Budi Kemuliaan I/1, Jakarta 10110, Indonesia.

BASIC FUNCTION OF POSITION:

The incumbent plays a key role in the formulation, implementation, management, and results reporting of the USAID development assistance program portfolio in Indonesia. S/He is the individual responsible for strengthening the internal capacity of USAID Indonesia and possibly USAID local implementing partners to implement the Agency's Evaluation Policy, Gender Equality and Female Empowerment Policy, other gender-related policies as applicable, and provide agency guidance on performance management under the supervision of the Monitoring and Evaluation Team Leader.



QUALIFICATIONS REQUIRED:

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

- 1) Master's Degree in Humanities, gender studies, development studies or other appropriate field is required.
- 2) Minimum seven (7) years of progressively responsible experience in program monitoring and evaluation in the public or private sector is required, at least two years of which should have been working with or for a foreign government, international NGO, foreign donor agency, or foreign company.
- 3) Level IV (Fluent) speaking/reading/writing in English and Indonesian. Must be able to prepare briefing documents, participate in and leading the drafting of certain sections of annual technical, programmatic and financial reports; able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring few or no editorial changes.

SELECTION CRITERIA:

In addition to the above criteria related to education, experience, and language proficiency, the following criteria will also be used to evaluate applicants:

- 1) Must have thorough knowledge of gender analysis methodologies as well as gender inequality issues in Indonesia; skilled in project monitoring and evaluation methodologies, and knowledge in planning and budgeting processes; have thorough knowledge of the Government of Indonesia (GoI) national development priorities, policies and procedures.
- 2) Must have strong analytical and conceptual skills to identify wide-ranging key program budget and operations issues and establish and maintain an extensive range of contacts with senior and key officials of the GoI ministries and other donor agencies.
- 3) Must have wide latitude in exercising her/his responsibilities and in planning and executing work assignments, be a skilled communicator, be able to work under pressure and produce results quickly, be able to



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predict issues of concern and interact directly at the highest operational levels of GoI; have interpersonal and leadership skills; ability to prepare and present factual and interpretative reports covering complex subject matters; and capability to orient, train, coach, and mentor other professional staff within the Mission.

SUBMIT APPLICATION TO:

USAID Human Resources Office
c/o American Embassy Annex,
Gedung Sarana Jaya, Jl.Budi Kemuliaan I/1, Jakarta 10110
E-mail: jktrecruitment@usaid.gov

CLOSING DATE FOR THE POSITION: February 19, 2014

IMPORTANT:

- Put the post code on the subject of your email: **E05019**
- Email attachment must be in .pdf format
- Any supporting documents in excess of 2MB must be sent in a .zip file
- Do not attach photo
- No phone or email inquiries

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO 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.

TO APPLY:



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

1. Application for U.S. Federal Employment, DS-174; or
2. A current resume or curriculum vitae that provides the same information as DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

All candidates are encouraged to provide a cover letter in English which clearly expresses the rationale for their interest in the position in a manner and format that persuasively and convincingly argues for their recruitment.