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SUBJECT: Employment Opportunities (USAID) Indonesian Citizens, USAID ASEAN Project Management Specialist (Sr. Regional ASEAN Affairs Specialist), FSN-11

OPEN TO: All Interested Candidates (Indonesian Citizen)

POSITION: USAID ASEAN Project Management Specialist (Sr. Regional ASEAN Affairs Specialist), FSN-11 (Full Performance Level)

OPENING DATE: February 6, 2014

CLOSING DATE: February 26, 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/The General Development Office (GDO) of Regional Development Mission for Asia (RDMA) is seeking an individual for the position of **Project Management Specialist (Sr. Regional ASEAN Affairs Specialist)**, located at US Embassy Annex, Gedung Sarana Jaya, Jl. Budi Kemuliaan I/1, Jakarta 10110, Indonesia.

BASIC FUNCTION OF POSITION:

The incumbent supports the USAID's regional office based in Bangkok, Thailand, specifically the General Development Office (GDO) and is based in Jakarta, Indonesia. As a senior level staff in the GDO, the incumbent provides the full range of consultative, advisory, management, analytical, and networking/liason functions to the ASEAN Affairs Program Manager to support the activities. In addition, the incumbent will be required to provide these same functions in direct support of program management activities to the GDO Office Director and other professional members of the GDO as requested.



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QUALIFICATIONS REQUIRED:

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

- 1) Bachelor's Degree in academic discipline such as International Development, International Business, Economics, Business Administration, Public Administration, Political Science, Law, International Finance, Trade or Development is required.
- 2) Minimum seven (7) years of progressively more responsible project management and strategic planning experience in the fields of economic governance, regional integration, rule of law, governance, with at least five (5) years of this experience in developing countries with international or local organization donor.
- 3) Level IV (Fluent) speaking/reading/writing in English and Indonesian. Effective written and oral communications are absolutely critical to perform successfully in this position, correspondence, and documents in a professional and competent manner requiring little or no editorial changes in English.

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 be able to: a) obtain, analyze, and evaluate a variety of data; b) organize and present technical information in concise written and oral form; c) plan, develop, manage and evaluate important and complex programs independently; d) furnish information and advice in assigned areas objectively; e) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; f) communicate effectively and accurately with all levels of colleagues, counterpart, and partners; g) self-draft and edit documents; h) focus on details; and i) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications; j) adapt quickly to change and demonstrate flexibility in meeting the needs of the customers the position serves; k) demonstrate excellent interpersonal skills so as to facilitate productive professional



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- relationships with the US Government team, implementing partners, and national counterparts. The position demands an individual who has the ability to establish and maintain contacts at all levels of the host government and with stakeholders in the non-governmental arena in order to explain USAID political process project/program policies, objectives and procedures.
- 2) Must be able to transmit and interpret host country government and non-government sector program-related concerns to senior USAID officials and Mission Management; creative team player and one who is able to follow complex instructions while also being assertive and confident enough to solve both conceptual and on the ground program management problems on his/her own; demonstrate potential to acquire knowledge of U.S. Government legislation relating to humanitarian and development assistance; USAID Programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of the Mission's overall Strategic Objectives and Goals.
 - 3) Excellent knowledge of the development issues in Southeast Asia and the organizations involved in development activities, and advanced knowledge of Southeast Asia regional country governments and non-government entities.
 - 4) Must be able to prepare briefing documents (as/when required) including participating in the drafting of annual Technical Programmatic and Fiscal reports, Performance Monitoring Plan (PMP), Operational Plan, Plan and Performance Report (PPR), Portfolio Review, and USAID's electronic procurement system (GLAAS).

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 26, 2014

IMPORTANT:



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- Put the post code on the subject of your email: **ASEAN-11**
- 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:

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.