

# U.S. MISSION – PARAGUAY

April 22, 2014

## MANAGEMENT NOTICE

**TO: ALL PERSONNEL – ALL AGENCIES**

**SUBJECT: VACANCY ANNOUNCEMENT**

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### **VACANCY ANNOUNCEMENT** **ANNOUNCEMENT NO. 07/14A**

**This is a re-advertisement of the announcement No. 07/14, released on March 28, 2014. Applicants who already responded to the vacancy announcement, need not reapply as their applications will be considered.**

**OPEN TO: ALL INTERESTED CANDIDATES – ALL AGENCIES**

**POSITION: Project Management Specialist, Public Administration**

**EMPLOYEE OFFICE: USAID/Paraguay**

**SERIES & GRADE: FSN-4005-11**

**STATUS: Personnel Services Contract (PSC)**

**OPENING DATE: April 22, 2014**

**CLOSING DATE: May 6, 2014**

**WORK HOURS: Full-time; 40 hours/week**

**SALARY: Salary range: Gs. 159,566,124 p.a. to Gs. 239,349,184 p.a.  
(Position Grade: FSN-11), based on salary history**

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

USAID/Paraguay is seeking for the position of Project Management Specialist, Public Administration.

## **BASIC FUNCTION OF POSITION**

The incumbent will serve as the Mission's point person on public administration aspects of its \$34 million projects portfolio. The incumbent will advance USAID's work to improve public administration in Paraguay by providing USAID with technical input and oversight of technical assistance to central Executive and Judicial branch offices and local and regional governments in the Northern Zone. In particular, s/he will support public financial management improvements; adoption of information and communication technology in public sector reform, civil service reform, and development of quality management systems within targeted public institutions. S/he will also provide in-depth situational awareness of current socio-political trends relating to governance more broadly within this area of responsibility. S/he will do this in at least three different ways: firstly, by serving as the senior democracy and governance (DG) resource person within the Projects Office on public policy and administration; second, by coordinating and providing technical advice to USAID staff that are implementing these programs directly; and, finally, by engaging Government of Paraguay (GOP) counterparts on policy issues and other matters related to program design, implementation and oversight.

## **DUTIES AND RESPONSIBILITIES**

### **A. Technical Specialist/Project Manager:**

The incumbent will serve as the senior resource and technical support person for public policy and administration aspects of the Democracy and Governance and Economic Growth Programs. S/he will serve as activity manager ensuring technical soundness and complementarity in program implementation and compiling and analyzing data to identify impact and trends.

This entails: (1) tracking the implementation progress of assigned activities; (2) providing advice to Projects Team staff on technical and budgetary issues (including cost projections, budget realism, etc.); (3) liaising with USAID counterparts and implementing partners, and in particular with the GOP for monitoring, coordination and information collection/dissemination purposes; (4) providing input, as needed, into project reports; (5) convening regular meetings with high-level GOP officials to share results and coordinate future reform efforts and (6) offering recommendations to the Office Chief to make program adjustments, as needed.

### **B. Representational Duties:**

As the Public Administration Specialist and senior DG technical expert in this area, s/he will be expected to represent USAID to local stakeholders in several ways. First of all, s/he will closely interact with USAID DG and EG-sector counterparts, partners and implementers. Additionally, s/he will build and maintain contacts among key Paraguayan institutional and individual stakeholders, including local and regional

governments, key non-governmental organizations, and relevant social and community leaders. In doing so, the Specialist will both keep USAID apprised of current trends and political events in the country that may impact USAID's entire assistance portfolio, and communicate information about USAID's programs to key constituents in the GOP.

C. Perform other duties as assigned:

In light of USAID/Paraguay staffing, frequent need for project site visits and the generally fast paced, rapidly changing environment in which the Mission operates, not all duties and responsibilities can be definitively specified. The incumbent will need to be flexible as to other duties that may be assigned, including but not limited to assisting fellow Projects Team staff with program management duties; providing analytical information and recommendations to colleagues; assisting with USAID, USG and other visitors from Washington and other locations; and writing briefing documents, correspondence, memos, speeches and other materials.

## **REQUIRED QUALIFICATIONS**

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

- 1- Completion of a Master's degree, in political science, economics, public administration, or a related field.
- 2- At least seven years of progressively responsible, professional-level experience in governance-related project management in the public or private sector, preferably related to public administration. Applied experience in at least 2 of the following subject areas: public financial management; adoption of information and communication technology in public sector reform, civil service reform, and quality management systems.
- 3- Level IV Spanish language and Level IV English language are required.
- 4- The position demands in depth knowledge of a broad range of issues and concepts used in development and implementation of public policy and administration, policy issues and other matters related to program design, implementation and oversight. Expert specialist knowledge in developing, designing and implementation of such programs is required.
- 5- The position requires significant knowledge about host government existing policies and practices, the development agenda of the host government and priorities for socio economic development. The incumbent will also be expected to be highly knowledgeable of local political actors, political institutions (political parties, etc.) and their history, as well as the mechanics of governance in Paraguay as a whole. Knowledge of recent efforts to promote good governance and reform is necessary.

- 6- Excellent judgment, sophisticated analytical and interpersonal skills, and strong organizational ability required. Must be able to obtain, analyze and evaluate a variety of data; organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound financial, programmatic and policy decisions.

Broad knowledge of the principles and accepted practices of democratic governance and ability to support a variety of DG sub-sectors (including, but not limited to, local governance, civil society, elections and political parties, etc.), as well as other technical sectors (including, but not limited to, economic growth and environment) required.

### **ADDITIONAL 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.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **TO APPLY**

All interested candidates must submit the following application package. Unless otherwise specified, the application language is English.

- A **cover letter** indicating the job title/number and highlighting the particular qualifications from the applicant for the position requirements, as advertised.
- A current detailed resume which provides the following additional information as appropriate:
- Indication of nationality (also dual nationalities) and address of residence
- For non-Paraguayan citizens only: Evidence of authorization to work in Paraguay.
- A list of three references, with contact information, with knowledge of your work over the last five years.
- For U.S. citizens: Social Security Number
- Documentation addressing the minimum requirements of the position as advertised (e.g., essays, certificates, awards, copies of degrees earned, etc.).

Application packages that are inadequate or incomplete will not be considered.

Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

Submit applications to:

USAID/Paraguay  
Attn: Supervisory Administrative Specialist  
Juan de Salazar 364 c/Avenida Artigas  
Asunción, Paraguay

**CLOSING DATE FOR THIS POSITION: May 6, 2014**

Only applications received by the closing date of this job notice will be considered and only short-listed candidates will be contacted. To all applicants, we extend our appreciation for considering USAID/Paraguay as a potential employer.

Definitions

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
  2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
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1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
  2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

Cleared by: USAID – FCossich  
Approved by: MO – MOrtiz-Kerr