



USAID | MOROCCO

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Vacancy Announcement
Project Management Specialist
Announcement Number: AID 15-02

OPEN TO : All Interested
POSITION : FSN-11
OPENING DATE: April 20, 2015
CLOSING DATE: May 15, 2015
WORK HOURS : Full-time; 40 hours/week
SALARY : Ordinarily Residents - Gross Salary DH 462,181 p.a. (Starting Salary based on 40 hours including allowances and bonus. U.S. Mission will withhold from gross salary employee's portion of CNSS and CIMR contributions, health/life/disability insurance contributions, as well as all tax obligations as imposed by the US and/or host country governments)

RECRUITMENT TO BE FINALIZED BASED ON FUNDS AVAILABILITY

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

The U.S. Agency for International Development (USAID) in Rabat is seeking an individual for the position of Project Management Specialist in the Economic Growth Office. Detailed position description is available at USAID/EXO.

BASIC FUNCTION OF POSITION:

The incumbent serves as Project Management Specialist for the Economic Growth Office (EG) providing project and activity level management and oversight in support of the Economic Growth Strategic Objective. S/he will serve as the Activity Manager for the office's principal mechanisms. Within the EG Office, s/he will be responsible for managing the office's budget and procurement actions. On an ongoing basis, the incumbent will provide timely and high quality economic analysis to Mission management in support of strategy development, program design, and project implementation. S/he will regularly represent USAID at meetings with key public and private sector partners to advance the office's objectives.

QUALIFICATIONS REQUIRED

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

Education: A Master's Degree - in International Affairs, Business, Economics, Finance, Public Policy, Public Management, Middle East/North Africa Area Studies or a related field - is required.

Experience: A minimum of three to five years of progressively responsible experience in a relevant comparable environment (such as government offices, non-profit organizations, foundations, international organizations, multi-national company).

Language: Level IV (fluent) in English, Arabic, and French.

Skills and Abilities: Excellent diplomatic and interpersonal skills; ability to make concise oral presentations in Arabic, English and French; and ability to communicate in writing at an academic level in Arabic, French, and English. Strong word processing, spreadsheet, power point and data base management skills. Mastery of Internet communication techniques, including sourcing information for research purposes and understanding social media sites.

SELECTION PROCESS

When equally qualified, US Citizen EFMs will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless hired into a position with a When Actually Employed (WAE) work schedule.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks in addition to their probationary period before being eligible to apply for advertised positions. Temporary employees must first complete their temporary appointments before applying for advertised positions.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

1. **A letter of interest and the Universal Application for Employment, DS-174 form.**
2. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: usaid-rabat-hr
Attention: Vacancy Announcement AID 15-02
Address: Km 5.7, Avenue Mohamed VI, Souissi, Rabat
- b) By e-mail: usaid-rabat-hr@usaid.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,

- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The USAID Mission in Morocco provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

USAID strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.