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Vacancy Announcement USAID FN No. 09-004

Position Title:	**Project Management Specialist**
Full Level of Performance:	**FSN PSC - 11**
Area of Consideration:	**All interested candidates who have the required work and/or residency permits**
Location of Position:	**Democracy and Governance Office (DGO) Tegucigalpa - Honduras**
Closing Date:	**March 16, 2009**
Hours of Work:	**Monday through Friday (40 hours per week)**

BASIC FUNCTION:

The incumbent serves as the Project Management Specialist to the Governing Justly and Democratically Program Objective and more specifically the Good Governance Program Area, and Merida Initiative-funded initiatives for the same end. The incumbent will perform a variety of complex research, reporting, monitoring, evaluation and analytical duties, including assuming a full range of Contracting Officer's Technical Representative (COTR)/ Assistance Officer's Technical Representative (AOTR)/Activity Manager responsibilities for one or more activities.

MAJOR DUTIES AND RESPONSIBILITIES:

		% of Time
1.	Provide technical guidance and recommend to Good Governance and Merida Initiative implementing partners, solutions to complex technical problems regarding technical assistance and association management; establish performance targets and evaluate results: anticipate and resolve technical problems; provide orientation regarding USAID procedures, requirements, and objectives.	**35%**
2.	Provide guidance in USAID's support of decentralization efforts covering basic services and other areas from the central government to municipalities.	**15%**
3.	Provide general financial analysis of Good Governance and Merida Initiative activities; formulate budgets and projections such as financial annexes for bilateral agreements with the Government of Honduras (GOH) and independent government estimates; analyze pipelines; facilitate the accrual process between implementing partners and the Financial Management Office; review and monitor expenditures and account status and follow-up of recipients' audit recommendations.	**15%**
4.	Manage purchasing and procurement operations by drafting Scope of Works (SOWs), program descriptions, annual procurement plans, as well as participating in technical evaluation committees. Deal with contract design and negotiation by providing technical analyses of proposals and providing formal feedback during implementation (Development Credit Authorities (DCA), Indefinite Quantity Contracts (IQCs), Cooperative Agreements (COAGs)). Serve as COTR/AOTR/Activity Manager for Good Governance implementing mechanisms.	**15%**
5.	Represent USAID, as called upon, in committees and councils related to Good Governance and technical conferences dealing with different aspects of local governance and decentralization. Serve as member of other technical office extended teams providing advice and guidance on issues regarding decentralization and local governance.	**10%**
6.	Maintain relationships and coordinate with other international donors, high ranking and mid level government officials, NGOs, mayors and municipal authorities.	**10%**
7.	Other duties as assigned.	

MINIMUM REQUIRED QUALIFICATIONS (Applicants must fill all requirements)

EDUCATION: Masters Degree level education is required with multi-disciplinary experience desired in political science, public administration, sociology, or related field. In the event a Masters Degree has not been obtained, it may be substituted by a University Degree in related areas with an additional three (3) years of Work Experience.

EXPERIENCE: From five (5) to eight (8) years of experience is required in municipal development, community development, decentralization processes and/or democratic development. Experience must include from two (2) to three (3) years of project management, preferably in project design, administration, implementation, and monitoring.

LANGUAGE: Level IV (fluent) Spanish proficiency and a level IV (Fluent) English proficiency is required.

KNOWLEDGE: The incumbent must have a detailed and broad knowledge of the local context (i.e. political, legal), local and national institutions, recent developments in the municipal sector and in decentralization policy, municipal administration and finances, municipal-community relations, municipal law and other related laws. Involves detailed and broad knowledge of the local culture, the host country, thorough understanding of the external environment, international organizations, donors, regional groups, among others, in order to be able to recommend and apply best practices.

SKILLS AND ABILITIES: Must have excellent project management and financial analysis skills; excellent decision-making ability; ability to work as part of a team(s); strong interpersonal and communication skills; good and reliable judgment, tact and diplomacy, and problem solving skills; and the ability to work under minimum supervision.

Additional selection criteria: The selected applicant will have to satisfy the requirements of a pre-employment medical and security clearances. Compensation will be in accordance with the Local Compensation Plan (LCP). The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the minimum required qualifications.

Qualified applicants should submit their Application for Employment (OF-612) *or* résumé to USAID/Honduras **no later than Monday March 16, 2009.** Applications can be sent by mail to: **USAID/Honduras EXO/PER, P.O. Box 3453;** by e-mail to: dsilva@usaid.gov; or by fax to: 236-7776, **Att.: Debbie Silva**. Please ensure the application makes reference to the Position Title mentioned in this announcement. The Application Form (OF-612) and additional information can be found in the following websites: http://www.usaid.gov/hn/employment.htm or http://honduras.usembassy.gov/vacancies.html.

Mike de la Rosa
Executive Officer