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UNITED STATES MISSION - BOGOTA

VACANCY ANNOUNCEMENT

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No. 070 Job vacancy July 6, 2009

OPEN TO: **All Colombian Candidates**

POSITION: PROGRAM DEVELOPMENT SPECIALIST (0011850D)

OPENING DATE: **Monday, July 6, 2009 at 8:00 a.m. Bogotá Time**

CLOSING DATE: **Friday, July 24, 2009 at 4:00 p.m. Bogotá Time**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-12 Col. Ps. $118,598,224.oo-
Col. Ps.$195,687,064.oo

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. cover letter, essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: http://bogota.usembassy.gov under "Recursos Humanos-Vacante". The form may be requested via e-mail at: BogotaHRApplicationForm@state.gov

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Calle 24 Bis No. 48 - 50
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Program Development Specialist for the Program Office.

BASIC FUNCTION OF POSITION

This position is located in the Program Office, USAID/Colombia, Bogotá. The primary purpose of this position is to lead resource planning and management for USAID/Colombia. The incumbent serves as the senior Foreign Service National (FSN) specialist for program planning and program development in the Mission, and as such, serves as the main point of contact for program planning, budgeting, performance reporting and resource management issues between USAID/Colombia, USAID/Washington, and other United States Government (USG) agencies at post and in Washington. In addition, the incumbent is a key member of USAID Mission Senior Staff, and key advisor to senior Mission management on issues affecting program management. H/she maintains strong relationships and communication with senior GOC officials, and as such h/she plans and coordinates all high level program committees and, private sector representatives and those from international and other assistance organizations, and provides information on USAID programs and responds to requests from these entities.

The incumbent also serves as a member of each of the Mission's Assistance Objective (AO) Teams; and is an advisor to each of the USAID Technical Teams in resource planning and management. Also, as a key USAID support office staff member, s/he advises senior USAID, Government of Colombia (GOC) and Embassy officials on policy and financial issues associated with the implementation and management of the USAID strategy and assists in the negotiation of bilateral agreements and resolution of program issues. S/he reports to the Director of the USAID/Colombia Program Office (Supervisory Program Officer) who in turn reports to the Mission Deputy Director.

MAJOR DUTIES AND RESPONSIBILITIES:

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of her work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4.Teamwork and participation, and 5. Valuing Diversity.

14. MAJOR DUTIES AND RESPONSIBILITIES

A. Advisor to Supervisory Program Officer

1. Serves as advisor to the Supervisory Program Officer and the principal FSN advisor on overall program matters in the Mission. In the Supervisory Program Officer's absence, and as required, assumes duties and responsibilities of that position, except for commitment of U.S. Government funds.

2. Takes the lead in preparing Mission responses and meeting reporting requirements on behalf of the Mission and for the Supervisory Program Officer and Mission Director to USAID/Washington and other entities on any program-related issues or information requests. Is responsible for in-house data collection, analysis and preparation of the responses to requests and/or reports. Tracks actions within the Program Office to ensure compliance with Washington deadlines.

3. Takes the lead in coordinating new management and program related activities and procedures to help prepare and refine USAID/Colombia's overall development strategy, particularly in regards to program planning , performance reporting and budget matters. Develops and proposes new program strategies and facilitates implementation by guiding and preparing the required documentation for further implementation by the AO teams. Develops and provides guidance to Mission and GOC officials on the development program objectives consistent with the overall Mission economic, political and social development strategy. Analyzes qualitative budget data. Participates in internal Program Office and Mission program management audits. Monitors compliance with USAID/W directives and guidelines. Develops and refines systems and processes to facilitate results-based management.

4. Leads negotiations with the GOC, particularly when drafting and finalizing for official signing Country Assistance Agreements (CAA) to obligate USAID funding and other key program documents. Establishes and maintains relationships with key officials in the negotiation process (Ministers, Vice Ministers and their advisors), particularly those in the Ministry of Foreign Affairs, the Presidential Agency for Social Action and International Cooperation (Acción Social), the National Planning Department and other GOC agencies. Negotiates program and project activity matters, usually in the company of the Supervisory Program Officer, AO Team leaders and/or Mission Director. S/he plans and coordinates all high level coordination committees (Consejos Generales) and senior meetings between the USAID Mission and key GOC institutions, mainly the Presidential Agency for Social Action and International Cooperation (Acción Social). Further, the incumbent builds and maintains strong relationships with private sector representatives and those from international and other assistance organizations,

and provides information on USAID programs and responds to requests from these entities.

5. Coordinates regular Mission budget planning, performance, and information reports. Establishes and tracks budget reporting procedures for the project portfolio. Identifies report requirements, especially in budget and financial performance monitoring and evaluation, and performs effective results reviews. Conducts the development and submission of the Operational Plan (OP) in coordination with the various AO Teams, support offices and the Supervisory Program Officer within USAID and with other USG agencies/sections at post. Also takes the lead in development of USAID/Colombia program Operating Year Budget (OYB) options. With input from Offices and Teams, develops and finalizes the Congressional Budget Justification (CBJ) as part of the U.S. Embassy and USAID Mission's budget formulation and performance reporting exercises. Takes the lead in preparing Mission responses to issues raised by USAID/W, Department of State and other agencies during OP reviews and supports management in resolving these issues.

6. Audits budget and financial data to resolve any inconsistencies, thereby ensuring the accuracy of annual and other reports. Works to improve reliability of the financial data that comes to the Program Office for planning purposes. Builds and maintains the Mission’s information systems for resource planning and management such as the OPS Master. Also reviews and approves all resource requests of the technical teams in the Global Acquisition and Assistance System (GLAAS), and provides advice and support to the technical teams in resource management and proper distribution.

B. AO Team Duties

1. Serves as a member of USAID Mission AO Teams with responsibility for advising the Team members on overall policy and program strategy direction and implementation, customer service, and the performance monitoring as set forth in Mission and Agency procedures and guidance. Participates in the design of new activities, and results reviews. Advises, assists and provides guidance on program and USAID guidelines related to the design and development of activities.

2. Helps AO or technical teams secure the cooperation and participation of relevant host government technical staff in the design of new activities such that project designs are acceptable to both the host government and USAID. Makes sure that USAID commitment is ensured in such activities, implementation bottlenecks are anticipated, and USAID and host government policies and procedures are taken into consideration. Ensures that key questions are addressed and that work performed meets project activity requirements, conforms with Mission and USAID policies and procedures, and is acceptable to the host government Ministry or agency concerned. As a member of the design teams, prepares technical analyses or drafts sections of activity or approval documentation as needed.

3. Reviews portfolio and funding actions to ensure that projects are in compliance with the Mission strategy. Jointly with the FMO, reviews each AO's quarterly

pipeline and accrual reports and develops comments and recommendations for management. Serves as a virtual member of each technical team, providing assistance and guidance to ensure that activities are designed in accordance with guidance contained in the Automated Directives System (ADS). Ensures that implementation actions are in accordance with governing documents, including budgeting provisions. Participates in all meetings relating to the design of new activities under approved AOs.

4. Keeps AO Team members updated on new policies and procedures. Provides guidance for coordinating closeout procedures of Strategic Objective Agreements (SOAGs) or other agreements.

5. Prepares talking points for the AO Teams to use when clearing Agreements and related documents through the GOC at the working level. Explains the purpose of various provisions and otherwise defends USAID's position regarding these. Prepares internal documentation related to agreements.

C. Economic Trends and Program Implications

1. Analyses government policies and programs, primarily those affecting democracy and governance, alternative development efforts, internally displaced persons, , as well as those affecting employment, investment, trade, private sector development, agriculture, pricing and other fiscal issues, in close collaboration/coordination with the Mission Economist and staff. Prepares reports, including forecasts and estimates of future trends. Keeps abreast of ongoing studies and trends on macroeconomic and private sector issues. Reads selected studies and press reports and drafts summaries to inform Mission staff and top management. Attends workshops and meetings on macroeconomic, finance and banking, governance, agriculture and other private sector issues to keep informed on developments.

2. Maintains an awareness of such macroeconomic matters and other donor activities which relate to USAID-GOC program objectives. Collaborates with AO and technical teams on all matters involving relations with the GOC in areas of mutual interest, in coordination with the Mission Economist and staff. Informs Mission management as to trends in the economy and forecasts likely developments.

D. Analysis, Presentations and Other Activities

1. In coordination with the Program Information Specialist, collects data from various published and unpublished sources and, using a computer-based system, analyzes and prepares precise, accurate, factual, analytical reports and indicators dealing with major developmental issues which impact the USAID strategy and program. Prepares or supervises the preparation of these into Power Point presentations and conducts these presentations for USAID, Embassy, GOC, VIPs and others. Also briefs U.S. staff members, U.S. Government officials and other visitors on the policies, priorities and sensitivities of the host country and on the history of USAID operations in Colombia.

2. Develops alternative or supplemental approaches to program and project activity

objectives in order to better conform to host government and U.S. Government priorities, capabilities, and sensitivities. Assesses the feasibility and impact of such approaches in terms of current and potential Mission Programs.

3. Supports technical teams in particular and the Mission in general on special issues such as donations, tax reimbursements negotiations with the GOC and project closeout.

E. Incorporates the Five Core Values into his/her work

1. Customer Focus: Identifies and communicates with USAID customers regularly (ideally, in their preferred language); surveys their interests, needs and recommendations; follows up on communications and information received from and about customers. Ensures that customer needs and thinking are included in all activities undertaken and, when possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.

2. Results Orientation: Reviews baseline information against which actions are planned and targets identified. Defines specific operational and program results needed for his/her area of responsibility. Establishes and executes the Mission strategic plan and uses it as a framework for decision-making. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the timeframe planned. Serves as a knowledgeable advocate for the Mission's results orientation with other USAID employees and partners.

3. Empowerment and Accountability: Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his/her responsibilities. Is clear about his/her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of objectives.

4. Teamwork and Participation: Contributes to strategic planning, performance monitoring, and major program decisions of the SO and RP Teams. Demonstrates ownership of the teams' plans, performance, and decisions. Proactively participates in team processes and activities. Includes other team members, customers and partners, and assists in their understanding and participation in achieving team goals and objectives. Assumes responsibility for specific results assigned to him/her by the team.

5. Valuing Diversity: Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish strategic goals and objectives. Uses the synergies of both core and extended teams to plan and work together to achieve results while accepting accountability for his/her own actions.

BENCHMARKING

a. Abilities and Skills.

Must have demonstrated ability to communicate effectively, both orally and in writing, and ability to independently obtain, analyze and evaluate a wide variety of data and prepare analytical reports. Capacity for critical analysis of current development issues. Must take initiative in carrying out assigned tasks and possess strong interpersonal skills and ability to perform duties with minimal supervision support. Ability to develop and maintain an extensive range of senior level contacts in government and the private sector is essential. Ability to plan, organize and execute complex research projects and to prepare precise and accurate factual and analytical reports is required. Ability to prepare requisitions in GLAAS, MAARDs and other program documentation in English.

REQUIRED QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

Possession of a B.A. or M.A. Degree in Business Administration, Economics, International Public Administration or other discipline related to development.

b. Prior Work Experience:

A minimum of six years of progressively responsible, professional-level experience in program planning, financial and policy analysis, economics or a related field is required, with preference given to experience in program management and/or project development.

c. Post Entry Training:

Training in Mission's policies, rules and regulations, and USAID information systems such as the Foreign Assistance Coordination and Tracking System (FACTS), Global Acquisition and Assistance System (GLAAS), the Phoenix accounting system, the OPS Master tool, and Power Point and in special areas related to duties when available.

d. Language Proficiency:

Fluency in English (Level IV) and Spanish (Level IV); both oral and written is required.

e. Knowledge:

A working knowledge of Colombia's economic, political, social and cultural characteristics and development prospects and priorities is required. A good understanding of international cooperation programs to support social en economic development projects in developing countries is also required. A good working knowledge of computer-based information system is also required. A fair understanding of US Government legislation relating to: development assistance; and working experience with the structure, budget, operations and programs of international cooperation agencies, particularly with USAID and the GOC is highly desirable.

f. Abilities and Skills:

Must have demonstrated ability to communicate effectively, both orally and in writing, and ability to independently obtain, analyze and evaluate a wide variety of data and prepare analytical reports. Capacity for critical analysis of current development issues. Must take initiative in carrying out assigned tasks and possess strong interpersonal skills and ability to perform duties with minimal supervision support. Ability to develop and maintain an extensive range of senior level contacts in government and the private sector is essential. Ability to plan, organize and execute complex research projects and to prepare precise and accurate factual and analytical reports is required. Ability to prepare acquisition and assistance and other program documentation in English.

POSITION ELEMENTS

a. Supervision Received:

Overall objectives and terms of reference are provided by the Supervisory Program Officer who assigns work mainly in terms of results to be achieved. Employee works with considerable independence, resolving problems and determining appropriate approaches, and taking initiative to consult with supervisor, as appropriate. Work is evaluated primarily in terms of accomplishments and conformance with policy.

c. Exercise of Judgment:

Incumbent must exercise sound judgment, particularly in dealing with GOC and private sector officials. A high degree of judgment is required to carry out independent analysis and provide sound advice and guidance to Technical Teams and key Mission and GOC officials.

d. Authority to Make Commitments:

Exercises care to secure approvals or clearances before making commitments on behalf of the Mission. Although the incumbent does not have independent commitment authority, analyses and recommendations are given considerable weight when Mission policy decisions are made.

e. Nature, Level and Purpose of Contacts:

Contacts are maintained with all levels of Mission personnel and with officials up to the Ministerial level in the GOC, including the Ministry of Foreign Affairs, the Colombian Agency for International Cooperation, the National Planning Department and high levels in the private sector, to obtain and provide information relevant to program activities of economic interest, and for purposes of program implementation and evaluation. Contacts are maintained with a wide range of other donors and partners such as the UNDP, the World Bank, International Development Bank, European Union, bilateral donors, and with NGOs to obtain and exchange information and coordinate development assistance efforts.

f. Supervision Exercised:

Provides guidance to the other Program Office staff related to the assistance they provide to the SO and A) teams in developing documentation and designing projects, and activities.

g. Time Required to Perform Full Range of Duties:

Nine months.

SELECTION CRITERIA

20 points: Interpersonal skills:
Incumbent must have superb interpersonal and teamwork skills and proven ability to work independently with minimal supervision or guidance. Operational and management skills; superior computer skills; multi-tasking skills; and the ability to conceptualize both strategically and programmatically. Proven ability to communicate quickly, clearly and concisely, both orally and in writing, including preparation of technical and general reports. The ability to work on teams and reach consensus in difficult situations and demonstrated ability to establish and maintain high-level government contacts at the national and local levels and with donor and private-sector organizations.

30 points: Work and Organizational Skills:

Must be able to obtain, evaluate and interpret factual data, particularly budget and financial information, and prepare precise, accurate and complete reports using computer software applications; and to develop and present briefings to a wide array of audiences. Also must be able to integrate Mission long and

short-term objectives with those of the host government. Must have a high level of diplomacy and negotiation skills. Must have good knowledge of host country socio-economic and political conditions, a good grasp of the Colombian conflict and issues related to the drug trade. Must have good knowledge of Colombian policies and procedures related to International Cooperation. Must be willing to learn USAID/Colombia and Agency policies, goals, documentation preparation and procedures.

30 points: Technical Knowledge:

Strong technical emphasis or specialization in the areas of program design and management, monitoring and evaluation related to international development, project management, and government and international cooperation activities. Ability to collect, organize, monitor, analyze and present information in various formats related to projects.

20 points: Communication Skills (English & Spanish):

Demonstrated effective oral and written communication in both English and Spanish. Previous experience in oral and written presentations and program reporting in both languages.

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.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY July 24, 2009 AT 4:00 P.M. BOGOTA TIME

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people;* to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.

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