



**USAID**  
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# Vacancy Announcement

USAID | Burundi

Bujumbura, Burundi

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Vacancy Announcement No. 2017-002 May 4<sup>th</sup>, 2017

**Open To:** All Interested Candidates/All Sources

**Position:** Program Development Specialist

**Opening Date:** **Wednesday, May 10, 2017**

**Closing Date:** **Wednesday, May 24, 2017 at 5:00 PM**

**Work Hours:** Full-time; 40 hours/week

**Salary:** Resident (OR): FSN-11

Not-Ordinarily Resident (NOR): FP-04\*

\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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USAID/Burundi is recruiting one person for the position of **USAID Program Development Specialist** to work at the **USAID office** in Bujumbura.

## **BASIC FUNCTION OF POSITION:**

The Senior Program Development Specialist works in the USAID/Burundi Program Office in Bujumbura. This position reports to the Burundi Program Officer.

The incumbent is a senior level professional and subject matter expert in the formulation and administration of USAID/Burundi's development program. S/he is knowledgeable in host country affairs, the Burundi socioeconomic and political environment and in development assistance. The incumbent is directly responsible for implementing and overseeing program coordination and reporting, project and activity planning and design, and monitoring, evaluation, and learning.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

**Education:** Bachelor's degree.

**Work Experience:** A minimum of six years of progressively responsible professional experience in program/project planning and development assistance administration is required. Relevant experience is defined as developing, managing, monitoring, and evaluating programs, including strategic planning and performance-based management and budgeting; project design and feasibility.

**Language Proficiency:** Level IV (fluency – speaking/reading/writing) English is required. Level III (good working knowledge, speaking, and writing) of French and one of the major local languages in country (Kirundi or Kiswahili) is also required. **(These will be tested.)**

**Job Knowledge:** Strong understanding and knowledge of economic, political, social, cultural characteristics and development trends in Burundi is essential. Must be familiar with development assistance programming with international organizations, the donor community; or aid agencies. Comprehensive professional knowledge of principles and methodology in project planning and evaluating development programs is essential.

**Skills and abilities:** Excellent organizational, analytical, writing, and interpersonal skills with the ability to provide training and guidance in a professional manner are essential. The candidate must have demonstrated the ability to work successfully independently and on teams, be flexible and produce quality products under tight deadlines. Candidate must be able to exercise significant professional judgment relating to program development and monitoring regulations, and ability to prioritize in a multitask environment. Strong leadership skills to take initiative and actively energize team colleagues in a results-oriented manner; excellent verbal and communication skills in French and English, tact, and diplomacy to convey ideas and carry out results-oriented negotiations and resolve project/activity implementation issues. Excellent working knowledge of Microsoft Office applications (Excel, Word, and PowerPoint) is a must. In this capacity, the incumbent must have outstanding interpersonal and diplomatic skills and must exercise negotiation skills to achieve objectives and meet deadlines in tasking staff with work. **(This will be tested.)**

**FOR FURTHER INFORMATION**

Visit our website at <http://burundi.usembassy.gov/employment-opportunities.html> and/or contact the Human Resources Office at 22 20 7024.

**SELECTION PROCESS**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

**ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold an appropriate security clearance.

**HOW TO APPLY:** Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website (see "For Further Information" above). Incomplete DS-174 application form will be rejected; and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received

in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

**WHERE TO APPLY:**

**Mailing Address:** Human Resources Office  
Embassy of the United States  
Avenue des Etats Unis  
B.P 1720 Bujumbura

*Please indicate your Name, Telephone number and the position title for which you are applying on the envelope and sign in the logbook upon drop-off of your application at the embassy entrance.*

**E-mail Address:** [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

*Please indicate the position title for which you are applying in the subject line of your email*

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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. The Department of State also 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.

**Appendix A – DEFINITIONS:**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned

to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**

- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or

- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Approved: Timothy Born, USAID Country Representative

Cleared: CMcShane, HRO/FMO

Drafted: AGakuba, HR Specialist  
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