

Vacancy Announcement



U.S. Mission Iraq

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| NUMBER: 08-24 | SUBJECT: Refugee Project Management Assistant LES-9 | DATE: 08-14-2008 |
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TO: All Interested Applicants

FROM: Human Resources Office

OPNING DATE: August 14, 2008

CLOSING DATE: August 28, 2008

WORK HOURS: Full time; 40 hours/week

BASIC SALARY: 24, 268 U.S. dollars per year for LES-9.

The U.S. Embassy in Baghdad is seeking a person for the position of **Refugee Project Management Assistant** (Office of Refugee and Migration Affairs).

ALL APPLICANTS MUST BE ORDINARILY RESIDENT* IN IRAQ AND IN POSSESSION OF OR ABLE TO OBTAIN DOCUMENTATION THAT ALLOWS THEM TO BE LEGALLY EMPLOYED (I.E., IN COMPLIANCE WITH LOCAL IRAQI EMPLOYMENT LAWS) BY THE U.S. EMBASSY. EMPLOYEES AT THE U.S. EMBASSY ARE ELIGIBLE TO APPLY IF THEY HAVE COMPLETED THEIR PROBATIONARY PERIOD (52 WEEKS).

BASIC FUNCTION OF THE POSITION:

As the sole Foreign Locally Engaged Staff (LES) supporting the Office of Refugee and Internally displaced person (IDP) for assistance, protection and the U.S. refugee resettlement program, the Refugee Project Management Assistant supports all substantive and administrative aspects of planning and implementing USG humanitarian assistance policy in the region including: 1) maintaining contacts with a variety of International Organizations (IOs), United Nations (UN) Agencies and host government officials; and 2) monitoring USG-funded humanitarian activities in the health, education and social service sectors. The incumbent reports to the Refugee Coordinator for assistance and is reviewed by the Senior Coordinator for Iraqi Refugees and IDPs.

QUALIFICATIONS REQUIRED: Each applicant must address each selection criterion detailed below specifically and comprehensively, in addition to submitting a CV/résumé.

1. **Education:** Completion of a Bachelor's Degree or equivalent in social sciences, humanities, public administration, or a related field, is required.

2. **Prior Work Experience:** Two to five years of progressively responsible, professional experience in project analysis, management, and oversight is required. Experience in project work and performance monitoring, or related fields, for NGOs, United Nations High Commissioner for Refugees (UNHCR), donor agencies, host country organizations, or private-sector institutions is required.

3. **Language Proficiency:** Level IV (fluent) English language proficiency in speaking and writing, with special emphasis on the ability to write clearly in English, and level IV (fluent) spoken and written Arabic.

4. **Job Knowledge:** Excellent knowledge of the basic principles of social sector program management and fiscal responsibility, a solid understanding of the economic, political, social, and cultural characteristics of Iraq, and a basic understanding of those characteristics in the region. Knowledge, or the potential to acquire it, of United State Government (USG), IO, and Iraqi policy and practice relating to refugee and IDP affairs and assistance, of Population, Refugees, and Migration (PRM) policy, regulations, and reporting, and of Government of Iraq (GOI) institutions, policy directions, objectives, and priorities relating to NGO activities and Iraqi IDPs and refugees.

5. **Skills and Abilities:** The ability to work autonomously, exercise good judgment, and take the initiative; excellent time-management skills. The ability to communicate well through verbal skills, tact, and diplomacy to establish and develop sustainable working relations and a high level of trust with senior- and middle-level GOI officials and public and private organizations. Verbal communication skills to explain and interpret GOI and IO attitudes, priorities, and concerns to PRM officials, to resolve project implementation issues with appropriate organizations as necessary, and to establish, nurture, and maintain productive working relationships with a wide variety of high level contacts. The ability to gather, evaluate and analyze information and present the findings in good written and oral form and the ability to assess, manage, monitor and evaluate complex programs. Strong computer skills, including Windows and Excel, and writing skills required to prepare regular and ad hoc reports, project documentation, and briefing papers.

SELECTION PROCESS: When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/ conflict of interest, budget and visa status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- 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.
- 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.
- 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 currently hired into a position with a When Actually Employed (WAE) work schedule.

- Must be able to obtain and hold a security clearance certification.
- Under PSA-Plus guidelines, non-host country citizens (American and foreign nationals) must have a host country visa status, which will permit them to obtain work.

TO APPLY: Interested candidates for this position should submit the following:

State on the application that the position applied for is **Refugee Project Management Assistant**.

- U.S. Embassy Application for Employment or a complete CV/ resume that addresses the qualifications required. To access US Embassy Application Form of Employment, please click on <http://iraq.usembassy.gov/root/pdfs/us-embassy-job-application.pdf>
- Documentation (copies of degrees earned, certificates, awards, etc.) that addresses the qualification required for the position as listed above.

REQUEST AND SUBMIT APPLICATION TO:

Human Resources Office,
Presidential Palace/ Room S 101,
E-mail: BaghdadHR@state.gov

- * Preferred way of sending applications is electronically.
- * Must attach certificates and documents to the CV/resume.
- * Must mention position title and announcement number applied to.

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.

Closing Date for this Position is August 28, 2008

An Equal Opportunity Employer

The US Mission in Baghdad 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.

Approved: HRO/CWJones

Cleared: Senior Refugee Coordinator/RAAlbright

Drafted: HR/AApesh