

# U.S. MISSION – PARAGUAY

March 7, 2012

## MANAGEMENT NOTICE

**TO: ALL PERSONNEL – ALL AGENCIES**

**SUBJECT: VACANCY ANNOUNCEMENT**

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### **VACANCY ANNOUNCEMENT ANNOUNCEMENT NO. 07/11**

**OPEN TO: CURRENT EMPLOYEES OF THE MISSION, U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMS), ELIGIBLE FAMILY MEMBERS (EFMS), AND MEMBERS OF HOUSEHOLD (MOH) – ALL AGENCIES**

**POSITION:** Project and Communication Specialist, FSN-4005-11\*

**AGENCY:** USAID/Paraguay

**OPENING DATE:** March 8, 2012

**CLOSING DATE:** March 22, 2012

**WORK HOURS:** Full-time; 40 hours/week

**STATUS:** Personal Services Contract (PSC)

**SALARY:** \*Ordinarily Resident: Gs. 159,566,124 p.a. (Starting salary)  
(Position Grade: FSN-11)

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

### **BASIC FUNCTION OF POSITION**

This position is located in the Program Office, USAID/Paraguay and reports directly to the Program Officer. The primary purpose of this position is to serve as the Mission's senior FSN specialist in program management, policy analysis, communications and outreach. The incumbent supports each of the Mission's Assistance Objective (AO) Teams, is an advisor to each on program policy, and oversees the Mission's budget and financial management functions and independently manages projects as needed.

The Development Program Specialist also coordinates the Development Outreach and Communications function and collaborates closely with AO teams, and implementing partners to develop and implement the overall communications strategy. The incumbent collaborates with the U.S. Embassy Public Affairs Office (PAO), serves as principal liaison with USAID's Bureau for Legislative and Public Affairs, and administrates the USAID/Paraguay social media accounts and webpage.

(A copy of the complete position description listing all duties and responsibilities is available at <http://paraguay.usaid.gov/business.html>)

### **QUALIFICATIONS REQUIRED**

- 1- bachelor's degree in management, int'l relations, political science, economics, or other field relevant to the management of int'l development programs.
- 2- A minimum of 5 years demonstrated successful experience in international development, business, communications, public relations, or related field. Combined experience in project management, financial management, marketing, communications or outreach is required.
- 3- The successful candidate must have strong interpersonal skills, Level IV English writing and speaking ability, sound project management and financial management skills, knowledge of social media administration and website management, and good organizational skills within multi-cultural work environment. Fluency in Spanish is required.

### **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.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **TO APPLY**

All interested candidates must submit the following application package. Unless otherwise specified, the application language is English.

- A **cover letter** indicating the job title/number and highlighting the particular qualifications from the applicant for the position requirements, as advertised.

- A current detailed resume which provides the following additional information as appropriate:
- Indication of nationality (also dual nationalities) and address of residence
- For non-Paraguayan citizens only: Evidence of authorization to work in Paraguay.
- A list of three references, with contact information, with knowledge of your work over the last five years.
- For U.S. citizens: Social Security Number
- Documentation addressing the minimum requirements of the position as advertised (e.g., essays, certificates, awards, copies of degrees earned, etc.).

Application packages that are inadequate or incomplete will not be considered.

Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

Submit applications to:

USAID/Paraguay  
 Attn: Supervisory Administrative Specialist  
 Juan de Salazar 364 c/Avenida Artigas  
 Asunción, Paraguay

**CLOSING DATE FOR THIS POSITION: March 22, 2012**

Only applications received by the closing date of this job notice will be considered and only short-listed candidates will be contacted. To all applicants, we extend our appreciation for considering USAID/Paraguay as a potential employer.

Definitions

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

Cleared by: USAID – DManning

Approved: MO – AKSherr