



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER - 091 - 09

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: Project Management Specialist
(Local Governance & Democracy Advisor),
FSN-4005-11
(Salary approx. Tk. 100,518 per month)
**Depending on qualifications and experience,
incumbent may be hired at a trainee grade.**

OPENING DATE: October 20, 2009

CLOSING DATE: November 10, 2009

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Project Management Specialist (Local Governance and Democracy Advisor) in the Office of Democracy, Governance and Education (DG-ED).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The Local Governance & Democracy Advisor provides advice and analysis to the Democracy, Governance and Education (DG-ED) Office on decentralization, local governance strengthening, citizen participation and other related issues. S/he is responsible for managing all local governance strengthening and decentralization related activities of the democracy and governance (DG) portfolio under the DG-ED Office and other associated good governance activities as assigned. S/he acts as the Mission's Contracting/Agreement Officer's Technical Representative (C/AOTR) for all decentralization and local governance strengthening related contracts, cooperative agreements and grants. The incumbent helps provide leadership and focus for USAID/Bangladesh's programs related to strengthening local governance, decentralization of public services, effective management of public resources, local government revenue generation activities and citizen participation and transparency at the local level. S/he will be the Mission's primary link with other organizations in Bangladesh focusing on these issues, particularly NGOs, other donors and international agencies, research organizations, and the Government of Bangladesh. The Advisor helps develop strategies to promote policy dialogue around fiscal and administrative decentralization, increase local governments management capacity, promote transparency and citizen involvement in local decision-making processes and strengthen pluralistic local government associations. S/he generally represents the Mission on the Local Consultative Group (LCG) for Local Governance and Decentralization, the LCG on Urban Sector Development and others as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

The Local Governance & Democracy Advisor works with the DG-ED team and provides technical and analytical input for all aspects of decentralization, local governance strengthening and citizen participation portfolios. S/he is involved in a wide range of DG program activities, from design to implementation and evaluation.

1. Program Management & Oversight: The Advisor is responsible for coordinating and monitoring activities necessary to attain specific results under the Good Governance program area and manages all of USAID/Bangladesh's local government strengthening and decentralization activities as the Contracting/Agreement Officer's Technical Representative (C/AOTR). The Advisor may be assigned management responsibilities over other selected Mission-funded democracy and good governance activities.



S/he provides advisory inputs and constructive feedback to the grants, cooperative agreements and contracts s/he manages, exercising specific approval authorities delegated by the Contracting Officer. The incumbent makes regular field trips and meets senior management and project officials of partner organizations to assess the progress of their activities toward achieving results. S/he will occasionally be required to make formal presentations and speak publicly on USAID related projects. S/he will help manage and may participate in any formal program evaluations. S/he analyzes program performance data and contributes to periodic reporting documents such as the Annual Report, the annual Operational Plan, Semi-annual Portfolio Review (SAPR), Congressional Notifications, and Technical Notifications.

2. Strategic Planning and Program Design: The Advisor provides direction, judgment, and input relating to program decisions on local government strengthening and decentralization issues. The Advisor suggests changes to the DG strategy related to these areas when necessary. S/he actively participates in developing/revising the Operational Plan and performance monitoring plan. The Advisor participates in major office decisions and helps define general program direction and priorities in local governance strengthening, decentralization and citizen participation.

3. Networking and Coordination: The Advisor ensures that USAID's local governance strengthening, decentralization and citizen participation activities are coordinated as appropriate with other USAID activities, as well as those of the Government of Bangladesh and other development partners. S/he establishes and maintains excellent working relationships with senior officials and representatives of the Government of Bangladesh, the donor community, and NGOs to enhance collaborative efforts to achieve mutual goals and objectives. This includes close collaboration and reaching project agreements with the Ministry of Local Governments, Cooperatives and Rural Development. S/he keeps partners informed of USAID trends and priorities. S/he represents USAID on the Local Consultative Group (LCG) Subgroup on Local Governance and Decentralization, the LCG on Urban Sector Development and others as assigned.

4. Gender: Provides necessary inputs and suggestions for integrating gender issues in all decentralization and local governance activities, including for relevant Mission Activity Designs and Activity Approval Documents as well as in the preparation of Statements of Work (SOW) to procure technical assistance, training or other technical support from qualified implementers. As CTO ensures that gender issues are properly addressed during project implementation and within the individual workplans of each contractor and/or grantee under his/her supervision. S/he provides support to the



Mission Gender Advisor in developing tools for implementing the Mission gender policy and ensuring that the DG team follows all mandatory gender requirements as outlined in the ADS as applicable.

The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

- 1. Education:** The Advisor must have a Master's degree in a social science, public administration, international relations or other related discipline. In absence of a master's degree, five years of progressively responsible, job-related, development experience may be substituted. (You must attach a copy of your Master’s degree completion certificate along with your resume and or application form.)
- 2. Language Proficiency:** Fluency in spoken and written Bangla is required. English reading, writing, and speaking skills are required at a very high level (i.e., Level IV). Must be able to write and speak in a concise and thoughtful manner on development programs and issues.



3. Prior Work Experience: The Advisor must have a minimum of five to seven years work experience in an NGO, Government, other donor agencies or other private sector organization relating to local government development, rural development, human rights and community organization, economic development or some other related development topic. At least two to three years of related project management experience is preferred. Considerable weight will be given to work experience involving program design, management and evaluation.

4. Knowledge: Knowledge of democratic institutions and processes in Bangladesh, such as local governments, decentralization, civil society development, human rights, and corruption related issues and problems is required. Familiarity with how development programs are implemented through field activities and with advocacy and consensus building activities of civil society and local government organizations is essential. In-depth understanding of local governments and their strengths and weaknesses is also required. Knowledge of issues related to capacity development, program development, and organizational management for grassroots NGOs is required. Knowledge of gender and development principles and experience in their application preferred.

5. Skills and Abilities:

- Ability to develop and maintain an extensive range of contacts in Government, donor agency and NGO sector circles.
- Good interpersonal relationship skills.
- Ability to network with a variety of different organizations that often possess differing views on the subjects of decentralization, local governance strengthening and citizen participation.
- Ability to interact with the local government authorities, staff and citizen groups.
- Ability to work well and take initiative with minimal supervision.
- Ability to articulate programs and represent USAID policy positions at senior levels with the Government of Bangladesh, NGOs, and other donors.
- Outstanding writing skills.
- Excellent word processing, spreadsheet, and internet skills.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.



ADDITIONAL SELECTION CRITERIA:

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. 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.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a plain resume along with a cover letter as convenience. Blank application forms are available at the South barrier (near the Vatican Embassy) and at U.S. Embassy website at: Dhaka.usembassy.gov. In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope

A copy of blank form is also attached hereto for your convenience.

[Application Form](#)

All applicants must complete application form and attach a copy of your Master's degree completion certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.



SUBMIT APPLICATION TO:

Supervisory Executive Officer
Executive Office
USAID, Bangladesh
C/o American Embassy
Dhaka

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.