

**HUMAN RESOURCES NOTICE
VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 10-30**

OPEN TO: All Interested Candidates

POSITION: **Project Management Assistant, FSN-8***

OPENING DATE: June 29, 2010

CLOSING DATE: July 14, 2010

WORK HOURS: Full time; 40 hours/week

SALARY: *Ordinarily Resident (OR) & Not-Ordinarily Resident (NOR):
\$20,421 p.a. (Starting Salary)
(Position Grade: FSN- 8)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS ATTACHED TO THE APPLICATION TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Panama is seeking an individual for the position of Project Management Assistant at the Agency for International Development (USAID/Panama).

BASIC FUNCTION OF POSITION

Serve as the Environment and Natural Resources Assistant, providing technical support and backstopping to assure proper program implementation. This includes: 1) monitoring and evaluating activities, implementation progress and contractor/recipient compliance with contractual/agreement requirements and activity's targets, 2) reviewing disbursements requests and recommending approval, 3) following up on specific topics with the Mission's team, GOP and NGO counterparts and contractors/recipients. Perform research, reporting, monitoring and analytical duties in support of senior environmental staff. The incumbent of this position may manage a small project of a non-critical nature and of limited complexity.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources website:

http://panama.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

NOTE: Although some of the information below has been provided in the application or resume, all candidates must still address each qualification/requirement detailed below, with specific and comprehensive information supporting each item, on a separate sheet of paper.

1. **Education:** Bachelor's degree in natural resources management, environmental sciences, forestry management, environmental management or a closely related field is required.
2. **Experience:** Two years of progressively responsible professional experience in development assistance or related work is required.
3. **Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English language is required. Level IV (Fluent) Speaking/Reading/Writing Spanish is required. (Testing will be conducted to determine the qualifications).
4. **Job Knowledge:** In-depth knowledge of professional principles, practices and concepts of resource management, protected area management, environmental policy, host country environmental laws, regulations and norms.
5. **Computer Skills:** Knowledge of Microsoft Office Suite is required. (Testing may be conducted to determine the qualifications).
6. **Additional Skills:** Excellent organizational and analytical skills as well as exceptional interpersonal skills are required.

SELECTION PROCESS

It is essential that the candidates specifically address the required qualifications above in the application.

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. 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.

HOW TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office – Vacancy Announcement No. 10-30
NEC Building #783
Demetrio Basilio Lakas Avenue
Monday through Thursday from 8:00 am to 12:00 noon
2:00 pm to 4:00pm
Friday from: 8:00 am to 12:00 noon

Or Via e-mail to: panamaembjobs@state.gov

POINT OF CONTACT

Human Resources Office
FAX: (507) 207-7011
Email address: panamaembjobs@state.gov

DEFINITIONS:

1. 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 U.S. Social Security Number (SSN).
2. 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.

CLOSING DATE FOR THIS POSITION: July 14, 2010

The US Mission in Panama 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.

Cleared:

USAID: Supv. Program Officer: SAcosta (cleared on draft on file)
 Supv. Mgmt. Spec: ECampo (drafter)

STATE: HRO:TVenson
 HRS:MDeVega