

**HUMAN RESOURCES NOTICE
VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 09-06**

OPEN TO: All interested candidates

POSITION: **Project Management Specialist, FSN-11**

OPENING DATE: February 25, 2009

CLOSING DATE: March 11, 2009

WORK HOURS: Full time; 40 hours/week

SALARY: Ordinarily Resident: \$19.30 p.h. (Starting salary)
(Position Grade: FSN-11)

LENGTH OF HIRE: One year (12 months) with option for annual renewals up to five (5) years.

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 Specialist.

BASIC FUNCTION OF POSITION

The incumbent serves as the Project Management Specialist responsible for the effective design, management, implementation and evaluation of USAID/Panama's Democracy and Governance Activities. The incumbent oversees performance of the Panama democracy programs and prepares and coordinates implementation of these programs with the USAID/Central America and Mexico Democracy Officers.

A copy of the complete position description listing all duties and responsibilities is available on the Human Resources website: http://panama.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

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

1. Education: A Law Degree or a master's degree in public administration, court administration, social work/social services (illustrative focus may include: criminal law/justice, family and youth counseling, family/youth advocacy/legal services, community organizing, case management or related fields) or human rights is required.

2. Experience: One year supervisory experience plus five years experience in Panama implementing a combination of Democracy, Advocacy/Social Services Programs is required. The ideal candidate will have a combination of legal, community and advocacy experience.
3. Language: Spanish and English - Level IV (High degree of proficiency in both written and spoken languages, including the ability to translate or act as an interpreter) is required. (Testing will be conducted to determine the qualification)
4. Job Knowledge: Broad knowledge of the Panamanian legal system, including formulation of laws, the administration of justice process within the formal system and at the local level, substantive and procedural laws, appointment of judges, case development is required. Most possess broad knowledge of democratic institutions and constraints in Panama for good governance and transparency and broad understanding of advocacy and social service delivery systems in Panama.
5. Computer Skills: Good knowledge of Windows, Microsoft Office and Internet Navigation. (Testing may be conducted to determine the qualifications).
6. Skills and Abilities: Must be able to provide leadership, initiative, and enthusiasm to work environment and to effectively manage under tight deadlines and varying circumstances. Ability to coordinate multi-activities with a diverse group of counterparts and stakeholders is required. Strong problem solving abilities are required.

SELECTION PROCESS

When equally qualified U.S. Veterans will be given preference. Therefore, it is essential that candidates 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.

TO APPLY

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

1. Optional 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. Candidates who claim U.S. Veterans preference must provide copy #4 of their Form DD-214 with their application, and
3. 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. 09-XXX
NEC Building # 783
Demetrio Basilio Lakas Avenue
Monday through Friday from 8:00 a.m. to 12:00 noon
2:00 p.m. to 4:00 p.m.

or

Via email to: panamaembjobs@state.gov

POINT OF CONTACT

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

DEFINITIONS

1. 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.

All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan.

CLOSING DATE FOR THIS POSITION: March 11, 2009

All applications must be received in the Human Resources Office by the closing date of the announcement.

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.