

**HUMAN RESOURCES NOTICE  
VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: 10-29**

**OPEN TO:** All Interested Candidates

**POSITION:** **Development Program Specialist, FSN- 10\***

**OPENING DATE:** June 29, 2010

**CLOSING DATE:** July 16, 2010

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

**SALARY:** \*Ordinarily Resident (OR) & Not-Ordinarily Resident (NOR):  
\$34,354 p.a. (Starting Salary)  
(Position Grade: FSN- 10)

**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 Development Program Specialist at the Agency for International Development (USAID/Panama).

**BASIC FUNCTION OF POSITION**

Serves as the technical backstop in the Program Office and is responsible for leading the development, implementation and achievement of the Mission's bilateral Assistance Strategy to Panama. Ensures that all program activities are in compliance with Agency policies, and provides guidance and support to the technical offices in design, implementation and reporting. Helps the Cognizant Technical Representatives ensure that programs attain desired results through monitoring and evaluating progress. Completes results frameworks, performance monitoring plans, out-year program budgets; activity approvals, semi-annual review, and annual reporting documents. Facilitate the obligation of fiscal year funds, analyze pipeline data and assist with/guide the procurement planning.

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](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:** A Bachelor's Degree in economics or public/business administration is required.
2. **Experience:** A minimum of five years of progressively responsible experience in supporting international development or related programs 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:** Must be able to quickly learn comprehensive and detailed policies, regulations, procedures and documentation governing program/project development, implementation and financing. Must have a thorough knowledge of relevant Panamanian development priorities.
5. **Computer Skills:** Proficiency in the use of Microsoft Office Suite is required. (Testing may be conducted to determine the qualifications).
6. **Additional Skills:** Must be extremely flexible in adapting to changing operations and working relationships. Good teamwork is imperative. Must have ability to conceptualize and analyze development strategies; must be able to manage and coordinate varied activities and data under tight deadlines.

## SELECTION PROCESS

It is essential that 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. 10-29  
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](mailto:panamaembjobs@state.gov)

## POINT OF CONTACT

Human Resources Office  
FAX: (507) 207-7011  
Email address: [panamaembjobs@state.gov](mailto: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 16, 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: Mission Director: LTazewell (cleared on draft on file)  
Supv. Mgmt. Spec: ECampo (drafter)

STATE: HRO:TVenson  
HRS:MDeVega