

Vacancy Announcement

USAID/Nepal Office of Transition Initiatives invites applications for employment from all interested and qualified US citizens for the position of Deputy Country Representative, under a Personal Services Contract, subject to availability of funds.

OPEN TO: U.S. Citizens

POSITION: Deputy Country Representative, GS-12

OPENING DATE: May 10, 2008

CLOSING DATE: May 23, 2008

PERFORMANCE PERIOD: One (1) year

WORK HOURS: Full-time; 40 hours/week

BASIC FUNCTION OF THE POSITION:

The Deputy Country Representative should be an American citizen. He/she will be Kathmandu-based and assist the OTI Country Representative and act as OTI Country Representative in her absence. He/She reports to the OTI Country Representative. The Deputy Country Representative's principal responsibility will be development, oversight and management of OTI's country program activities.

NOTES:

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
- U.S CITIZEN LOCAL HIRE PERSONAL SERVICES CONTRACTORS (PSCS) ARE ELIGIBLE FOR FICA, HEALTH INSURANCE AND LIFE INSURANCE IN ACCORDANCE WITH THE AGENCY POLICY. LOCAL HIRE CONTRACTORS ARE NOT ELIGIBLE FOR ANY OTHER FRINGE BENEFITS.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below:

1. Bachelor's Degree in a related field, and;

Minimum of five (5) years of progressively responsible experience of which a minimum of three (3) years must be overseas experience; a minimum of two (2) years professional experience in project management in USG foreign affairs agencies or large international organizations OR

Masters Degree in a related field, and; Minimum of three (3) years of progressively responsible experience of which a minimum of two (2) years must be overseas experience; a minimum of two (2) years professional experience in project management in USG foreign affairs agencies or large international organizations.

2. Experience in political analysis and program reporting as well as small grant development, management, and/or monitoring and evaluation is required.

3. A minimum of two years overseas experience is mandatory; experience in difficult environments and conflict-prone countries, a plus.

4. Language Proficiency: Some knowledge of Nepali language desirable, but not required.

5. Skills: Excellent writing and editing skills and oral English communication skills are required.

A detailed job description may be picked up at the USAID Human Resources office during office hours. Interested applicants should submit along with a cover letter completed form OF-612 and/or a C.V. not to exceed 3 pages and any other documentation (e.g., certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, P.O. Box. 295. Applications may be sent electronically to: USAIDNepalHR@usaid.gov