

Job Announcement

ANNOUNCEMENT NUMBER: V-09-032

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DATE: May 26, 2009

OPEN TO: All Interested Candidates

POSITION: Program Specialist (MEPI), FSN-11, FP-04 (Full Performance Level)
Position No. 000119

OPENING DATE: May 26, 2009

CLOSING DATE: June 9, 2009

WORK HOURS: Full-Time, 40 hours per week

SALARY: Ordinarily Resident: Dhs.146,441 per annum (FSN-11)
(Benefits are paid in addition to salary)

Not-Ordinarily Resident: US\$52,221 per annum (FP-04, to be confirmed
by Washington)

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the ability to obtain requisite UAE residency and work permits to be eligible for consideration. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government as well as type of or relationship.

The U.S. Embassy in Abu Dhabi is seeking an individual for the position of Program Specialist (MEPI) in the Middle East Partnership Initiative (MEPI) Office.

BASIC FUNCTION OF POSITION

Reporting to the Middle East Partnership Initiative (MEPI) Director, the program specialist is responsible for developing MEPI local grant projects in conjunction with Regional Office constituent posts and providing context, advice, and support for a range of MEPI programs conducted in Jordan, Saudi Arabia, United Arab Emirates, Bahrain, Kuwait, Oman, Yemen and Qatar.

Program areas the incumbent will work in will include: democracy and civil society development; women's and youth empowerment and leadership; access to quality education; and economic growth and reform. The program specialist will develop and maintain ties with civil society organizations, the NGO and business communities, academia, and women's and professional organizations in Regional Office constituent countries. Through his/her contacts and working in conjunction with constituent posts, the specialist will design and develop MEPI local grant projects, draft Statements of Work, develop project activities and deliverables and enter relevant information into the MEPI database, in cooperation with the RO Grants Specialist. The program specialist will also propose candidates for MEPI-Washington based exchange programs and support Washington-based grant programs, as requested, in terms of programmatic analysis, contacts and logistical facilitation, when required.

The specialist will assist and advise the Director and Deputy Director of the MEPI office, constituent post colleagues, and MEPI partners on effective delivery of MEPI programs, identifying new opportunities, organizations, and individuals who share MEPI goals and objectives. The specialist will also play a lead role in the evaluation of MEPI local grant applications and selection of project proposals. The incumbent may be asked to perform other duties as required.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION:

- Master's degree in political science, economics, international business, or a closely related field is required.

EXPERIENCE:

- Five to seven years of work experience in the Arabian Peninsula or Jordan in civil society, government, academia, an international organization or other experience indicative of knowledge of civil society, governments and governmental processes in the region.

LANGUAGE: (this will be tested)

- Level IV (Fluent) Speaking/Reading/Writing English is required.
- Level IV (Fluent) Speaking/Reading/Writing Arabic is required.

KNOWLEDGE:

- General knowledge of the politics, economies, cultures and societies of the countries of the Arabian Peninsula and Jordan. Knowledge of U.S. government structure and processes, U.S. business practices and trends, U.S. society and values.

SKILLS & ABILITIES:

- Incumbent must have maturity and strong interpersonal and intercultural skills to engage and work with multinational staff of constituent U.S. Embassies and MEPI grantees. Demonstrated ability to work independently. Incumbent must have some public speaking experience and familiarity with regional women's rights issues. Knowledge of electronic media and web-based systems. Ability to use computers, Microsoft Office package (Word, Excel, Access, PowerPoint), and Internet to conduct research and produce own work. Demonstrated ability to conduct structured interviews.

SELECTION CRITERIA:

- When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed ORs within the mission are ineligible to apply for advertised positions within the first 6 months of their current positions.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Hiring of all positions is subject to funds availability.
- Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612 (http://www.opm.gov/forms/pdf_fill/of612.pdf)

SUBMIT APPLICATION TO:

AbuDhabiRecruitments@state.gov

(Please note V-09-032 Program Specialist (MEPI), in the subject line of the email)

DEFINITIONS

1. **AEFM:** *A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:*
 - o US citizen;
 - o Spouse or dependent who is at least age 18;
 - o Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - o Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - o Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** *Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.*
3. **Member of Household:** *A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.*
4. **Ordinarily Resident (OR):** *A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.*
5. **Not-Ordinarily Resident (NOR):** *Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. NORs must be eligible for compensation from an American pay plan.*

Closing Date for this Position: June 9, 2009

The US Mission in U.A.E. 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.