#### **Management Notice**

## Embassy of the United States of America

### Dar es Salaam

Number MN: 16 – 070 April 8, 2016

**OPEN TO:** All Interested Candidates/ All sources

**POSITION:**     Project Management Specialist – WASH (Water, Sanitation, Hygiene)

**OPENING DATE:** April 11, 2016

**CLOSING DATE:** April 25, 2016

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

**SALARY: Ordinarily Resident (OR): FSN- 11 (Step 1- TZS 67,309,405 through Step 13- TZS100,964,101 per annum)**

 **Not-Ordinarily Resident (NOR): FP- 4\***

 **\*Final grade/step for NORs will be determined by Washington.**

**The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.**

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The US Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Project Management Specialist - WASH at the United States Agency for International Development (USAID).

**BASIC FUNCTION OF POSITION**

The Project Management Specialist (Water, Sanitation and Hygiene (WASH)) manages projects and activities in support of Economic Growth (EG) in Tanzania and is responsible for overseeing the implementation of USAID/Tanzania’s high visibility integrated programing by supporting and contributing to Tanzania’s priority agenda of the development and application of harmonized WASH sector wide guidelines, in keeping with USAID/Tanzania’s Country Development and Cooperation Strategy (CDCS), the Tanzania National Poverty Reduction Strategy (MKUKUTA), Big Results Now (BRN) and other relevant initiatives under the water sector development frameworks. The incumbent provides a full range of expert WASH and Water Resources Management (WRM) advice and analytical and technical support to the EG Office; promotes knowledge management by exchange of knowledge, information, situation analysis, experience or lessons learned; promote knowledge sharing and technical input or recommendations on major program directions and on introduction of new initiatives in the country; and liaises with other Mission programs to identify linkages and synergies in programs. S/he develops internal Mission documentation supporting project planning and implementation, such as Action Memoranda, Operational Plan, Performance Reports, and others. S/he also monitors, manages, and ensures that deliverables are received from project contractors.

### **QUALIFICATIONS REQUIRED**

All applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

**a. Education:**

The multidisciplinary nature of the position requires a Minimum of a graduate Master’s Degree/ MSc in one or more of the following fields: Water resources management, Water Hydraulics Engineering, Public Health Engineering, Environmental management, Natural resources management, rural development, or closely related field is required.

**b. Experience:**

Minimum of 5 years of progressively responsible professional-level experience in an area (s) related to strategy and policy development, program design, coordination and management in WASH and WRM related natural resource management fields. Experience in USG project management precepts is required.

**d. Language:**

 Level IV (fluent) in English and Kiswahili (writing, reading and speaking) is required. (This

 will be tested)

**e. Skills and Abilities:**

Ability to use a personal computer for word processing and document presentation is required. (This will be tested).

**f. Job Knowledge:**

**Must have a thorough professional knowledge of WASH and Water sector programs, policies and trends in Tanzania** is required.

**FOR FURTHER INFORMATION: the complete position description listing all of the duties and responsibilities can be obtained on our Intranet.** <http://af.p.state.sbu/sites/DarEsSalaam/HR/Vacancies/Forms/Open%20Vacancies.aspx>

**SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specially address the required applications above in their application.**

**HIRING PREFERENCE ORDER:**

1. **USEFM who is ALSO a preference-eligible U.S. Veteran**
2. **USEFM OR a preference-eligible U.S. Veteran**
3. **FS on LWOP**

**\* IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans’ preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans’ preference will not be considered in the application process. Mission HR’s decision on eligibility for U.S. Veterans’ preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Employment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain the local security certification.

**HOW TO APPLY:** applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE)(Form Ds-174), which is available on our website or by contacting Human resources, or by collecting hard copy from Gate number 3 of the Embassy and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)
3. Copy of Passport, or, National ID, Resident/Work Permit.

**WHERE TO APPLY:**

**American Embassy**

**Human Resources Office**

**P.O. Box 9123**

**Dar es Salaam**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age(below compulsory retirement 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.

**Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

* + U.S. Citizen or not a U.S. Citizen; **and**
	+ Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
	+ Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
	+ Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
	+ Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
	+ Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
	+ Is under chief of mission authority.

 **U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

* + U.S. Citizen; **and**
	+ Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
	+ Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
	+ Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
	+ resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
	+ Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

* U.S. Citizen; **and**
* Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
* Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
* Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
* Is under chief of mission authority; **and**
* Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
* Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

* A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
* A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
* A MOH is under COM authority;
* A MOH may include a parent, unmarried partner, other relative, or adult child;
* A MOH may or may not be a U.S. Citizen;
* A MOH is **not** an EFM;
* A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

* An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
* Has diplomatic privileges and immunities; and
* Is eligible for compensation under the FS or GS salary schedule; and
* Has a U.S. Social Security Number (SSN); and
* Is not a citizen of the host country; and
* Does not ordinarily reside in the host country; and
* is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

* A citizen of the host country; or
* A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
* Is subject to host country employment and tax laws.

Drafted: HR: GKRayat (Soniya)

Cleared: HR:USAID: TuwaH.

Approved: MGMT: EJZimmerman