



**USAID/GUINEA IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:
PROJECT MANAGEMENT SPECIALIST (DEMOCRACY & GOVERNANCE)**

**Position is open to all Guinean nationals and those eligible for permanent residence and authorization to work in
Guinea**

JOB ANNOUNCEMENT NUMBER: SOL-72067521R10009

BASIC FUNCTIONS OF THE POSITION:

The Project Management Specialist (Democracy & Governance) reports directly to the USDH Democracy, Rights and Governance (DRG) Officer in USAID/Guinea and Sierra Leone. S/He acts as the Mission's key focal point for tracking local socio-political contexts, project planning and implementation, administration, financial supervision, monitoring and evaluation of the Mission's portfolio of DRG activities. The DRG Specialist serves as a wide-ranging subject-matter expert and principal development advisor on human rights and democratic governance, engaging such DRG-related areas as civil society and political processes and political consensus building, decentralization reforms, political parties and elections support, conflict management and mitigation (CMM), equalizing participation by women and youth and cross-sector challenges such as health governance or coordinating with Economic media strengthening, Growth activities (DG-EG linkages) in Guinea (and in Sierra Leone as needed). S/He is responsible for developing and maintaining working relationships in Guinea with relevant civil society groups, media, inter-communal peace-building institutions, government officials, donors working in related fields, United States Embassy officials, plus other key political actors.

Education:

A minimum of a Masters' Degree is required in a social science or professional discipline related to DRG, such as political science, sociology, economics, anthropology, education, law, public administration, international development, journalism, peace studies (conflict mitigation and management) or African history and regional studies.

Work experience: The Jobholder must have at least seven years of progressively responsible professional experience in the design and management of DRG programs in developing countries, with experience in Guinea preferred and in Sierra Leone a plus.

Language Proficiency: Working fluently in English and French is required. The Specialist is required to possess a high degree of proficiency in both written and spoken English and French. This will be evaluated based on the written sample as well as during the interview process.

DEADLINE TO RECEIVE APPLICATIONS: **October 22, 2021, Midnight Local Time**

HOW TO APPLY: Interested applicants MUST submit a complete application package which includes:

- A cover letter*
- An AID 309-2 form*
- Responses to the Evaluation Factors*
- A detailed resume (CV) and*
- 3 to 5 References.*

To ensure consideration of applicants for the intended position, **please reference the solicitation number on your application**, and **as the subject line in any cover letter**, as well as using the address/delivery point specified in this solicitation

All the above-mentioned documents are **REQUIRED**, must be **SIGNED**, prepared in **ENGLISH** and should **be addressed** as to the attention of the Human Resources Office, USAID Guinea via this email address – Conakrypscjobs@usaid.gov

- A **copy of the Solicitation listing all duties and responsibilities can be found at USAID** <https://www.usaid.gov/guinea/work-with-us/careers> **or on the US Embassy website** <https://gn.usembassy.gov/embassy/jobs-at-the-embassy/>

Due to the number of applications we receive, only applicants who have been short-listed will be contacted by USAID/Guinea