

DEMOCRACY SPECIALIST

Closing Date: 07/25/2008

Who may apply: American Citizens Only

Length of Service: One year renewable

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of Democracy Specialist within the Democracy and Governance Office (DGO) of the USAID Mission for West Bank & Gaza. The primary function of this position is to provide management and administrative support to the DGO by ensuring efficient day-to-day operations. The incumbent will draft and/or assist in the drafting, and/or editing of concept papers, program designs, reports, presentations, briefing papers and other official correspondence, and ensure that the portfolio is meeting its program targets. The Incumbent may also serve as Cognizant Technical Officer or Alternate Cognizant Technical Officer for DGO projects as needed. This position is based in Tel Aviv. The work environment is open, with a current staff of about 120 people and requires motivated, customer service-oriented individuals.

QUALIFICATIONS SOUGHT:

- Bachelor's degree in international affairs, law, human rights, or other related field is required.
- A minimum of five years work experience in the field of international development or democracy program implementation and/or oversight.
- Position requires native-level fluency in English with proven ability to communicate effectively, clearly, and concisely, both orally and in writing. Ability to draft and/or edit concept papers, program designs, reports, presentations, briefing papers and other official correspondence.
- Familiarity with the political developments in the Middle East is required. Knowledge of the Palestinian-Israeli conflict is a plus.
- Must be able to work independently without close supervision and be able to plan, organize and establish work priorities for the office.
- Strong interpersonal skills and the ability to communicate clearly and with political sensitivity, as well as, to maintain strong internal and external contacts with partners, USG, donors etc.
- Must be computer-literate specifically in Microsoft Office applications.
- Must be a U.S. Citizen.

HOW TO APPLY:

Send a typed CV in English along with a cover letter to USAID's HR Office by fax at 03-511-4894 or by email to: hrwbg@usaid.gov. Please specify the AD CODE if you first saw this position advertised in a local newspaper. Applications must be received by COB, July 25, 2008. Only qualified applicants will be considered. Only those applicants short-listed for interview will be contacted. The U.S. Government is an Equal Opportunity Employer.