



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

PROGRAM SUPPORT SPECIALIST, GS-13

Closing Date: 10/08/2008
Who may apply: U.S. Citizens, including Eligible Family Members
Type/Length of Service: US Personal Services Contract – Local Hire – 12 months renewable
Timeframe: Immediate

The United States Agency for International Development (USAID) is seeking a highly qualified candidate for the position of Program Support Specialist to manage its vetting process, access and movement logistics, identification cards and custom clearance. The incumbent will interact with high level US government (USG) officials in the various State Department and USAID vetting centers. He/she will provide data quality oversight of reports transmitted to the vetting centers and will be responsible for verifying the results and raising any issues with USAID management. This is a local hire position and is located at the USAID offices in Tel Aviv. The work environment is open, with a current staff of about 130 people and requires motivated, customer service-oriented individuals. This is an immediate opening.

QUALIFICATIONS SOUGHT:

- Ability to obtain an immediate interim security clearance.
- Ability to obtain top secret security clearance in a timely manner.
- Bachelor's degree in business, finance or related field is required.
- Must have at least five years of relevant professional experience, preferably in the review and vetting of organizations and individuals. Supervisory experience is a plus.
- A working knowledge of USG regulations, policies and operations is highly desirable.
- Must be able to deal with confidential and sensitive issues and documents in a discrete manner.
- Excellent organizational skills; high level of accuracy and strong judgment.
- Ability to communicate and interact effectively at all levels.
- Level IV fluency of written and spoken English is required.
- Computer literacy in database management and Excel spreadsheets.

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 close of business, October 8, 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.