

EFM – Pol/Econ Small Grants Coordinator

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Company: U.S. Embassy in Uganda

Location: Kampala

Category: business-and-financial-operations

Security Clearance Required

: Public Trust clearance.

Duration Appointment: FMA not to exceed 5 years.

Marketing Statement:We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply (<https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>)

Summary: The U.S. Mission in Uganda is seeking eligible and qualified applicants for the position of Pol/Econ Small Grants Coordinator.

The work schedule for this position is: Full Time, 40 hours per week.

Start date: Candidate must be able to begin working within a reasonable period of time following receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position:No

Duties:Incumbent is responsible, under the direct supervision of the Political/Human Rights Officer and the overview of the Chief of Mission, for the conception, design, management, and implementation of respective activities related to the Ambassador's Special Self-Help Fund, the Democracy and Human Rights Fund, and various Washington-based grants.

Qualifications and Evaluations

EDUCATION:Completion of two years college /university studies is required.

Requirements:

EXPERIENCE: Two years' work experience with a governmental or non-governmental organization in either program, administrative or grant management is required.

JOB KNOWLEDGE: Position requires professional and specialized knowledge of project management (including analysis, assessment, and advice to community organizations), contract drafting and interpretation, basic accounting and business skills, database and file system management and program coordination. Position requires detailed knowledge of U.S. policies and regulations governing grants.

Download: Detailed Position Description | PD – Pol Econ Small Grants Coordinator- Kampala

Evaluations:

LANGUAGE: Level IV (Fluent) speaking/reading/writing of English is required. **This may be tested.**

SKILLS AND ABILITIES: Must have excellent speaking and writing skills. Must be a self-starter with excellent organizational, time management, analytical skills and attentive to details. Good investigative instincts and research skills, as well as excellent interpersonal skills and cultural sensitivity is required. Proficient in Microsoft suites. Data entry skills are required and accuracy is essential. The Job holder will input each certified grant into the Grants Data Base Management System (GDMS). Numerical skills required. Ability to use productivity software and databases. Possession of Public Trust security clearance is required. **This may be tested.**

Qualifications All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): 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, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below.

Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

(1) AEFM / USEFM who is a preference-eligible U.S. Veteran*

(2) AEFM / USEFM

(3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active-duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

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