



USAID/General Notice
CPS/OTI
1/5/2023

PERSONNEL

Subject: USPSC OTI Deputy Country Representative - Honduras

POSITION: USPSC OTI Deputy Country Representative

PLACE OF PERFORMANCE: Tegucigalpa, Honduras

CLOSING DATE: January 26, 2023, 1:00 p.m. Eastern Time (ET) (Deadline Extended)

MARKET VALUE: GS-13 Equivalent (\$84,546 - \$109,908)

POINT OF CONTACT: cps.oti.carijobs@usaid.gov

USAID/OTI's Latin America and Caribbean (LAC) and Workforce Planning teams are seeking expressions of interest from internal OTI staff (regardless of hiring mechanism) and external-to-OTI candidates who would like to be considered for a **GS-13 Deputy Country Representative** position via a non-competitive hiring authority for the Central America Regional Initiative (CARI) program in Tegucigalpa, Honduras.

How to apply:

If you'd like to apply, please first review the minimum qualifications (below). Then send your CV and statement of interest to cps.oti.carijobs@usaid.gov. Internal OTI staff should copy their supervisor in their submission. **The deadline for submission is January 26th by 1:00 P.M EST.**

Background

USAID/OTI's Latin America and Caribbean (LAC) Team launched the Central America Regional Initiative (CARI) program to address persistent instability and insecurity in Central America, a critical foreign policy objective of the Biden Administration. This has manifested as three individual country engagements (El Salvador, Guatemala, and Honduras) connected by regional program strategy and knowledge management.

Introduction:

The OTI Deputy Country Representative - Honduras is a member of the Conflict Prevention and Stabilization (CPS)/OTI Latin America and Caribbean (LAC) Regional Team, and reports to the OTI Country Representative. The Deputy Country Representative's principal responsibility will be development, oversight, and management of USAID/OTI's Honduras country program. The incumbent will support the OTI Country Representative with managing an implementing partner

and may be called upon to represent OTI's program to local partners, senior-level U.S. government officials, in-country visitors, senior officials from other international organizations, bilateral donors, and local government officials.

Duties and Responsibilities:

The work of the Deputy Country Representative requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, you are willing and able to perform a wide range of administrative functions to help ensure programmatic success. You have a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. You are highly flexible and willing to work under conditions of ongoing change, and remain professional and respectful of colleagues and authority in a diverse workforce. You place a premium on building positive relationships with the respective team both in the field and in Washington, and with key stakeholders both in and outside of USAID. You are able to prioritize and complete tasks without follow-up by the supervisor, while also filling in gaps as needed to ensure the responsiveness of the team. The Deputy Country Representative is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI. You are also committed to upholding USAID/OTI's Diversity, Equity, Inclusion, and Accessibility (DEIA) Vision and Values as outlined in the background.

Under the direct supervision of the CPS/OTI Country Representative or designee, the Deputy Country Representative will perform the following duties:

- Represent OTI interests during meetings with USAID Mission personnel, U.S. Embassy staff, host-country government officials, international organizations, indigenous and international non-governmental organizations (NGOs), and international donors interested in CPS/OTI activities;
- Provide guidance on the identification and development of projects that meet OTI funding criteria, further OTI programmatic objectives, and complement other projects and programs implemented by other OTI offices, U.S. Government agencies and donor organizations;
- Provide support for the design and execution of programs that follow OTI's quick impact programming model in embassies or USAID Missions. Support to embassies and USAID Missions will include attendance and/or facilitation of program management processes for follow-on programming, including rolling assessments, strategy review sessions, program performance reviews and management reviews;
- Review proposals and grant concepts and work with diverse groups, many of which have not previously had international funding;
- Collaborate with the Country Representative in monitoring the performance of OTI implementing partners in the implementation of OTI-financed activities designed to achieve OTI strategic objectives;

- Travel to monitor and assess political conditions, implementing partner operational platforms, meet with potential grantees, host-country government and other program counterparts, and develop activity ideas;
- Mentor and train other OTI and implementing partner field staff;
- Take the lead on collecting information and drafting/editing regular reporting products, such as weekly reports, cables and digest reports;
- Assume higher representational responsibilities, potentially serving as Acting OTI Country Representative in their absence;
- Perform a wide range of administrative functions including budget preparation, financial management, records management, and travel assistance to help ensure programmatic success;
- Coordinate with the OTI Country Representative to develop an exit strategy that ensures reasonable time to transition from OTI programs to follow-on USAID or other donor programs;
- Communicate regularly and share program information with other USAID project managers, the US Embassy, bilateral donors, UN Organizations, International Organizations, and indigenous and international NGOs to ensure visibility and synergy of USAID/OTI activities;
- Support the Country Representative to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation;
- Report to the OTI Country Representative and OTI/Washington on the status of: 1) grant development and implementation, 2) OTI contractor performance, 3) Foreign Service National (FSN) staff support needs and morale, 4) communication and coordination issues among OTI offices with other U.S. Government entities, 5) security concerns, 6) relations with local partners including local, state and national government representatives, and 7) other pertinent information required to achieve OTI's program objectives;
- Manage and/or supervise the FSN staff, including program officers, administrative assistants and drivers alongside of the Country Representative;
- Supervise staff as delegated by the Country Representative (e.g. Program Managers, Program Assistants, Program Administrative Assistants, etc.). Provide orientation, training and mentoring for USAID staff supervised; assign work, explain how duties are to be performed to meet expectations, and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good

performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel and program and operations requests.

Position Title: Deputy Country Representative

Place of Performance: Honduras

Period of Performance: One (1) year, with two (2) one-year option periods.

Market Value:

This position has been designated at the GS-13 equivalent level, non-locality pay (\$84,546 - \$109,908 per annum). Final compensation will be negotiated within the GS-13 equivalent level based upon the selected offeror's salary history, qualifications, previous relevant experience and work history, and educational background as reported on AID-309-2. For selected offeror's whose salary has been established on a Federal pay scale (i.e. General Schedule) or its equivalent, the base salary (not including locality pay) of their grade/step will be the basis of the salary negotiation. **Salaries over and above the pay range will not be entertained or negotiated.**

Supervisory Relationship:

The Deputy Country Representative will be supervised by the OTI Country Representative or their designee in Honduras. The incumbent is expected to take initiative, act independently, and manage tasks with minimal supervision. Though this is a senior field-based position, the incumbent is expected to actively and proactively collaborate with OTI/Washington leadership, and to fully utilize, embrace, and become an expert on OTI systems and processes. Failure to adequately perform the scope of work above and/or failure to take direction from the supervisor may result in corrective actions, including denial of step or grade increases, extension of contract probationary periods, performance improvement plans, and/or termination for the convenience of OTI.

Supervisory Controls:

At the GS-13 level, the incumbent's supervisor sets overall objectives. The incumbent and supervisor together develop deadlines, projects, and work to be done. The incumbent independently plans, designs, and carries out projects, studies, and programs. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements, or expected results. Technical problems are generally resolved without reference to supervisors.

Physical Demands:

While in Honduras, the work is generally sedentary and does not pose undue physical demands. However, the position may require travel throughout the country of assignment, which may involve some additional physical exertion, including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

Work Environment:

While at post, the work is generally performed in an office environment. However, the position also requires travel throughout the region, which may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

Education/Experience Required:

At a **minimum**, the Offeror must have:.

- (1) A Master's Degree with **five (5) years** of work experience;

OR

A Bachelor's Degree with **seven (7) years** of work experience;

OR

An Associate's Degree with **eight (8) years** of work experience;

OR

A High School Diploma/equivalent with **nine (9) years** of work experience;

AND

- (2) **Five (5) years** of project management experience with a U.S. Government foreign affairs agency, domestic or international assistance organization, or non-governmental organization in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, political analysis, and/or human rights activities;
- (3) **One (1) year** of overseas field experience (in person or virtual). A virtual temporary duty (TDY) is defined as work that would have been conducted in an overseas location if not for the COVID pandemic.
- (4) **One (1) year** of supervisory experience (including but not limited to mentoring, training, and guiding staff).
- (5) Working proficiency in Spanish and English is **required**.

In addition, the offeror must satisfy the following Selection Factors:

- Offeror is a U.S. citizen;
- Complete resume submitted;
- Ability to obtain a SECRET level security clearance;
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.