



**USAID**  
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**ZAMBIA**

## Vacancy Announcement 07-09

**POSITION: PROGRAM MANAGEMENT SPECIALIST**

**Date:** June 25, 2007

**From:** Jeff Sharp, Executive Officer, USAID/Zambia

**Subject:** JOB ANNOUNCEMENT NO. 07- 09  
PROGRAM MANAGEMENT SPECIALIST

The United States Agency for International Development (USAID) is an independent federal government agency that receives overall foreign policy guidance from the Secretary of State. USAID's work in over 100 countries supports long-term and equitable economic growth and advances U.S. foreign policy objectives by supporting; economic growth, agriculture and trade; global health; and, democracy, conflict prevention and humanitarian assistance.

USAID is seeking an experienced Program Management Specialist (PMS) to join a dynamic and dedicated team of professionals. The USAID Economic Growth Team manages five programs that promote and stimulate increased private sector competitiveness through market access, improved technologies, a more responsive financial services industry, and through the promotion of growth-friendly policy implementation.

### MAJOR DUTIES RESPONSIBILITIES

Under the direct supervision of the Deputy Team Leader for Economic Growth the PMS main responsibilities outlined below.

#### 1. Monitoring and Evaluation duties

Development, maintenance and regular updating of the Economic Growth team monitoring and evaluation data base. This includes being the focal point for results reporting to feed into USAID's reporting system.

#### 2. Activity Management

Acts as interface and Activity Manager for selected and designated activities/projects especially those related to private sector development such as those focusing on business development services (demand and supply sides) and developing or improving the policy environment for enhanced private sector development and competitiveness performance.

Specifically this involves monitoring, evaluating, and approving of programming and financial progress of the activities.



### 3. Outreach

The PMS will from time to time represent USAID at donor coordination meetings, host government meetings and other relevant for on economic growth/private sector development issues.

#### DESIRED QUALIFICATIONS

##### 1. Education

A master's degree in economics, development studies, social science, international development, or field pertinent to responsibilities as defined above. Those without a master's degree but have outstanding experience pertinent to the responsibilities as defined above can also apply.

##### 2. Prior Experience

A minimum of seven (7) years professional experience in monitoring and evaluation; strategic information, financial management, reporting with either the public and/or private sector setting. Practical knowledge of the economic social sector as it relates to agriculture, industry, mining and other sectors is highly desirable.

##### 3. Language Proficiency

Level IV (fluent) English proficiency is required. Proficiency in Zambian languages will be an asset.

##### 4. Skills, Abilities and Attributes

Must be a team player, willing to work long hours and have a healthy sense of humor.

This person should be task oriented, self-motivated and have a strong appreciation and belief in the private sector's capacity to improve the welfare of Zambians.

Excellent interpersonal and communications skills to establish and maintain effective contacts within the USAID team, contractors, relevant GRZ counterparts, donors, private sector and civil society.

Excellent analytical, writing and organizational skills and initiative to obtain, evaluate, and interpret factual data and to prepare concise, accurate, and complete reports, as well as to recognize significant developments and trends reflected in collected data and bring it to the attention of supervisors.

The person should have excellent written, verbal and communication skills and the proven ability to speak in front of professional audiences.

Competence in using various computer software applications such as MS Word, Excel, and PowerPoint required.

Sound judgment combined with a mature and professional demeanor is a necessary trait.



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Qualified Zambian candidates should send a formal letter of application, a current CV, photocopies of professional certificates, degrees and the contact information for three professional references. Please reference the above announcement number. Previously submitted applicants are still being considered so these individuals need not reapply.

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Closing Date and time: July 13, 2007 at 1700 hours.