



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE JANUARY 21, 2015

FROM HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT JOB/VACANCY ANNOUNCEMENT NO. 02/15

TO ALL QUALIFIED APPLICANTS

TITLE OF POSITION USAID PROGRAM MANAGEMENT SPECIALIST (REFUGEE)

LOCATION OF WORK U.S. EMBASSY, ENTOTO ROAD

HOURS FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE FEBRUARY 5, 2015

SALARY: (FSN-10 USD 15,391 to USD 27,703 per annum) depends on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Senior Program Monitoring Team Leader in ALT, the incumbent is responsible for managing and monitoring refugee food assistance interventions implemented by the United Nations World Food Program (WFP), relevant Government of Ethiopia authorities, including the Administration for Refugees and Returnees Affairs (ARRA), implementing partners, and interventions of other UN and NGO refugee stakeholders. The Program Management Specialist (Refugee Program Coordinator) will review resource requests and proposals, perform reporting and monitoring and evaluation functions on an annual basis and will evaluate the general performance of refugee program implementing partners. The incumbent will participate in Joint Assessment Missions (JAMs) and other ad-hoc assessments related to refugees as necessary. The incumbent will represent USAID and the interests of refugee populations in meetings with other donors, UN agencies, ARRA, and NGO implementing partners, and will make policy recommendations to the ALT office Chief and Deputy Chief on issues related to refugee populations. The incumbent will provide sector expertise on topics, such as refugee contextual situations, food assistance management, non-food assistance (water, sanitation, health, education, shelter, etc.), livelihoods, food security, and other pertinent refugee protection issues. The incumbent should be familiar with the geo-political context of the region and should have hands-on experience and skills in food security, emergency assessment and rapid assessment methodologies. The incumbent will undertake other relief program tasks as needed.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following qualifications:

EDUCATION: Completion of a Bachelor's Degree, preferably in humanitarian assistance, anthropology, social sciences, gender development, development studies, food security, agriculture, political science, or a related field is required. An advanced degree (Master's Degree) in one of the above fields is strongly desired.

EXPERIENCE: A minimum of five years of progressively responsible, professional-level experience in refugee programming, food security, humanitarian assistance, livelihoods development, or programming for vulnerable populations is required. Experience must have provided the opportunity for performing program management and field monitoring work. Experience working with the Ethiopian government or UN agencies or USG development agencies or USAID implementing partners is required. Experience and/or specialized training in conducting needs assessments, evaluations, and analyses are required.

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LANGUAGE: Level IV English and fluent proficiency in Amharic is required, both written and oral. Proficiency in other local languages, such as Somali and Tigrigna languages, is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: Solid knowledge and understanding of the geo-political context of the regions where programs are implemented, refugee contextual situations, food assistance management, non-food assistance, livelihoods, food security, and other pertinent refugee protection issues are required. The position requires good organizational and management skills, critical thinking and problem-solving skills, sound social and professional judgment, excellent interpersonal and communication skills to operate in a multicultural setting, and to maintain collaborative working relationships within a team structure and with other stakeholders. The ability to perform extensive field work in austere conditions with little supervision and guidance is required. The incumbent should demonstrate skills to perform food security, market, and rapid needs assessments as part of his/her monitoring function. The incumbent should be familiar with a variety of computer software applications and demonstrate the ability to adapt to the use of new technologies.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [[Universal Application for Employment \(DS-174\)](#)] to USAID Ethiopia, Human Resources Office P. O. Box 1014, Addis Ababa, Ethiopia on or before the final filing date. Late and incomplete applications will not be considered. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

Individuals wishing to have their applications returned in the event that they are not selected for the position must enclose a self-addressed stamped envelope. The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6043, 6031, or 6035.

WOMEN ARE ENCOURAGED TO APPLY

NOTE: APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND ARE ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET [Universal Application for Employment \(DS-174\)](#). FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.