



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: FEBRUARY 27, 2014

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY RE-ANNOUNCEMENT NO. 05/14

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: PROGRAM MANAGEMENT SPECIALIST FSN-10

LOCATION OF WORK: US EMBASSY ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: MARCH 13, 2014

SALARY: FSN-10 (USD 10,893 to USD 19,515) depending on the candidate's earning history, qualifications and experience. This position may initially be filled at a trainee level which is equivalent to FSN-09 (USD 8,149 to USD 14,665).

MAJOR DUTIES AND RESPONSIBILITIES: Under the general supervision of the Senior Program Monitoring Team Leader in the Assets and Livelihoods Transition (ALT) Office, the incumbent is responsible in planning, designing, monitoring and managing the Productive Safety Net Program (PSNP) interventions implemented by NGO implementing partners as well as monitoring WFP and NGO important relief programs. The Monitor will review resource requests and proposals, perform reporting and monitoring and evaluation functions on a bi-annual basis and will evaluate the general performance and impact of PSNP implementing partners. The Monitor will participate in emergency and annual needs assessments and investigate hotspots as necessary. The incumbent also represents USAID and the interests of highly vulnerable and food insecure populations in meetings with other donors, senior Government of Ethiopia officials, and NGO implementing partners, and makes policy recommendations to the ALT Office Chief and Deputy related to interventions, livelihoods, and food insecure populations.

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

EDUCATION: B.A. degree in humanitarian assistance, agriculture, development studies, economics, sociology, food security, or related field is required. Masters degree in a related field is preferred.

EXPERIENCE: At least five years of progressively responsible experience related to field work, humanitarian response is required.

LANGUAGE: Level IV (Fluent) English and Amharic proficiency required in both spoken and written.

KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of Ethiopian early warning system, food security sector, food assistance and pastoral livelihood issues and relevant organizations working in the aforementioned areas as well as data and information transfer networks. Ability to work cooperatively in teams and multicultural environment, patiently perform extensive field work assignments for extended periods at a time in austere conditions and assist the work of partners and consultants. The incumbent should, be able to use different variety of software and adapt to technical innovations. Good listening skills and a solution seeking attitude is necessary to accomplish the objective of this scope of work.

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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 in 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. Female applicants are highly encouraged.

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. 6031, 6035 or 6043.

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.