



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: MARCH 12, 2014

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY RE-ANNOUNCEMENT NO. 06/14

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: PROJECT MANAGEMENT SPECIALIST FSN-11

LOCATION OF WORK: U.S. EMBASSY ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: MARCH 26, 2014

SALARY: FSN-11 (USD 13,287 to USD 23,919) depending on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES: Under the general supervision of the Agriculture Productivity Advisor, the incumbent will serve as the Project Management Specialist within the Economic Growth and Transformation Office. He/she is a core member of the agriculture team working on a portfolio of agriculture, agribusiness and agri-processing activities, with Agreement/Contract Officers Representative and Activity Manager's responsibilities for several projects and activities to address food security issues in Ethiopia. This includes but is not limited to conceptualizing, designing, implementing, monitoring/evaluating, and reporting to the Mission/Embassy and USAID/Washington on activities. Major activities include the ongoing implementation of grants/contracts and performance monitoring within the portfolio. The Project Management Specialist will work with partners he/she supervises to implement work plans, modifications (if any), and the implementation of discrete training, invitational travel and other components.

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

EDUCATION: Minimum of master's degree is required in agriculture, agricultural development, agronomy, agri-processing, agribusiness, rural development, business administration or related field.

EXPERIENCE: A minimum of five years of relevant and practical professional work experience at a level designing, managing and evaluating development programs, increasing private sector and other non-traditional partners in development, promoting income generating activities for underserved populations, and conducting outreach and education activities to local community groups.

LANGUAGE: The position requires English and Amharic fluency and must have proven ability to communicate quickly, clearly and concisely – both orally and in writing in English. English will be tested.

KNOWLEDGE, SKILLS, AND ABILITIES: The incumbent must have personal initiative, organizational skills, and the ability to work independently, have detailed technical knowledge regarding agriculture and value chain development and capacity to present information articulately and professionally to a wide range of individuals with government, non-government and donor communities. The incumbent must have very good computer skills, including the ability to use MS Word, Excel, and PowerPoint efficiently and effectively.

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.