



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: March 19, 2015

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 06/15

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: USAID/OFDA PROGRAM MANAGEMENT SPECIALIST

LOCATION OF WORK: US EMBASSY ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: April 2, 2015

SALARY: FSN-11 (USD 18,868 to USD 33,964 per annum) depending on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES: The USAID/OFDA Program Management Specialist will provide technical, operational, and management support to the USAID's Office of U.S. Foreign Disaster Assistance (USAID/OFDA) in Ethiopia and will be involved in the planning, design, implementation, monitoring and evaluation of USAID/OFDA's humanitarian activities, including emergency response, early recovery, and disaster risk reduction interventions. S/he will also be responsible for helping to draft reports and cables on the humanitarian situation in Ethiopia to USAID/OFDA headquarters and the broader U.S. Government community. S/he will be responsible for helping the USAID mission achieve the agency's overall strategic goals. Under the guidance of the USAID/OFDA senior humanitarian advisor or equivalent chief of office, s/he will provide day-to-day technical management oversight for USAID/OFDA programs. S/he will travel frequently to monitor USAID/OFDA program activities throughout the country. S/he will facilitate communication and maintain collaborative working relationships with mid- and senior-level government officials of the Government of Ethiopia's Disaster Risk Management and Food Security Sector, other relevant federal, regional, zonal, and woreda-level ministries and regional bureaus, relevant United Nations (U.N.) agencies, other international organizations (IOs), non-governmental organizations (NGOs), and other stakeholders involved in emergency response and humanitarian assistance. S/he will actively participate in all aspects of the OFDA portfolio to support emergency response programs and must be prepared at all times to rapidly respond to emerging disasters and deploy on short-notice to affected locations to conduct assessments and establish emergency communications. The approach to work will reflect the USAID core values of "achieving results," "teamwork and participation", "accountability", and "customer focus".

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

EDUCATION: Must have a Bachelor's Degree at minimum in a relevant field of, humanitarian assistance, emergency response, or development.

EXPERIENCE: Seven years of experience in a relevant field associated with humanitarian assistance, emergency response, or development or an advance degree with at least five years of relevant experience is required. Experience in monitoring and reviewing emergency programs and experience in liaising with government officials, NGOs, and UN agencies is desirable.

LANGUAGE: Level IV (fluent) English. The ability to communicate effectively in both written and spoken English is imperative. Knowledge of Amharic is essential, and knowledge of one or more other major Ethiopian languages is highly useful. English test will be given.

KNOWLEDGE, SKILLS, AND ABILITIES: The candidates must have a thorough knowledge of Ethiopian emergency response approaches; knowledge of water, sanitation and hygiene, health and nutrition, economic recovery and market systems, and agricultural and food security assistance program design, implementation, and evaluation; in-depth knowledge of Ethiopian culture, society, and values; and a strong working knowledge of computer applications to carry out management and statistical analysis. Word processing skills are essential as well as spread sheet development and knowledge of graphics applications such as PowerPoint. The position requires strong organizational, analytical, and management skills; good social and professional judgement; excellent interpersonal skills in cross-cultural and multi-level settings; an ability to interact effectively with mid- and senior-level government officials; and maintenance of collaborative working relationships within a team structure. The selected candidate must be capable of producing high quality work, often under time pressure and in complex situations. S/he must be able to communicate effectively in writing and verbally in English and Amharic or other major national languages; lead and participate in discussions and meetings effectively. S/he must also be able to rapidly analyse information, evaluate data, and prepare reports and related documents in English and Amharic.

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.

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.