



# USAID | ETHIOPIA

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**DATE:** April 16, 2015

**FROM:** HUMAN RESOURCE OFFICE, USAID ETHIOPIA

**SUBJECT:** JOB/VACANCY ANNOUNCEMENT NO. 07/15

**TO:** ALL QUALIFIED APPLICANTS

**TITLE OF POSITION:** USAID PROJECT MANAGEMENT SPECIALIST (READING)

**LOCATION OF WORK:** US EMBASSY ENTOTO ROAD

**HOURS:** FULL TIME 40 HOURS PER WEEK

**FINAL FILING DATE:** April 30, 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 Project Management Specialist (Reading Specialist) is a core member of Basic Education Services (BES) Office. This individual is the sole reading technical specialist in the office, playing, as such, a unique and critical role directing our Reading for Ethiopia's Achievement Development (READ) portfolio, currently valued at \$86 million and increasing by \$27 million for each subsequent year. This individual serves as a technical, programmatic and policy advisor to ensure that the mission's reading activities are designed and implemented in the most efficient manner in order to achieve the greatest impact. The Senior Project Management Specialist reports directly to the office director. The key functions of the position includes oversight and management of the \$18 million READ Institutional Improvement (READ II) project, a government to government activity which focuses on working directly through the Ministry of Education to train approximately 100,000 teachers to use new teaching and learning curriculum materials. S/he will also serve as agreement officer's representative on the newly-awarded READ Community Outreach (READ CO) project. Equally important, this individual will also serve as a subject matter expert on two of BES' major and current reading activities, providing critical technical guidance to USAID staff and implementing partners at key junctures of strategy development and field implementation. S/he is responsible for ensuring that the U.S. Government's development assistance reflects best practices and state-of-the-art knowledge that supports effective reading development programs. The USAID Project Management Specialist plans, designs, tracks budgets, analyzes, and independently reports on the abovementioned activities. S/he maintains strong and supportive relationships with other USG technical offices, including those based in Washington. This individual supervises difficult and complex work involving the full scope of several overlapping professional and technical areas (i.e., primary school curriculum development, primary school teacher training programs, materials development for grades 1-4 students, and assessment/testing systems in the early grades). In a country where a significant percentage (more than 60%) of children in Grade 2 read zero words correctly, these are the most important challenges facing Ethiopia and one of the most difficult development challenges in the world today.

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

**EDUCATION:** The position requires a minimum of a Master's Degree in education or directly related field. Preference will be given to those with reading instruction and learning, primary grade language curriculum

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development, early grade language instruction, or the design and production of supplementary reading materials.

**EXPERIENCE:** At least ten years of experience in the education sector in positions of progressive responsibility, with combined technical and policy leadership and project management at an increasing senior level is required.

**LANGUAGE:** Level IV (fluent) English. Knowledge of Amharic is required. Knowledge of another Ethiopian major language is an advantage.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The position requires expert knowledge in, primary and secondary education, teacher training approaches, assessment, curriculum development and effective partnerships with public and private companies, as well as core USAID functions such as project monitoring and evaluation, and knowledge management. The USAID Project Management Specialist (Reading Specialist) must have a strong knowledge of Ethiopia's economic, political, social and cultural characteristics and of the history of development assistance activities in Ethiopia, especially the U.S. Government's role.

The job holder must have superb English communication skills (oral and written) in order to establish and develop sustainable working relations and a high level of trust with senior government officials, as well as leaders of public and private organization. Demonstrated interpersonal and leadership skills are required. Demonstrated public speaking skills are required. Excellent computer skills: including the ability to use Microsoft Word, Excel, and PowerPoint effectively, ability to shepherd projects in various stages of design and implementation. Finally, the position requires good customer service and diplomatic skills, as the incumbent works closely with dozens of implementing partners and donors, many other diplomats, high-level USG representatives as well as the Government of Ethiopia.

**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.