



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**DATE** : **MAY 12, 2014**

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

**SUBJECT** : **JOB/VACANCY ANNOUNCEMENT NO. 09/14**

**TO** : **ALL QUALIFIED APPLICANTS**

**TITLE OF POSITION** : **PROGRAM MANAGEMENT SPECIALIST**

**LOCATION OF WORK** : **U.S. EMBASSY, ENTOTO ROAD**

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

**FINAL FILING DATE** : **MAY 30, 2014**

**SALARY:** FSN-10 USD 10,839 to USD 19,515 per annum) depending on the candidate's earning history, qualifications and experience.

**MAJOR DUTIES AND RESPONSIBILITIES:** The incumbent is responsible for the overall management of the program budget for ALT office. This position is a member of the Resource Management Team within the ALT Office and reports directly to the resource management team leader. Duties include the preparation of program budgets, monitoring obligation status and ensuring adequate documentation, monitoring forward funding compliance and split funding for program and program support funds; preparing ALT's annual Operational Plan budget for all implementing mechanisms, program design and learning, and administration and oversight in line with earmarks, initiatives and directives. In consultation with the office chiefs and resource management team leader, prepares ALT's obligation plan and facilitate obligation of funds via DOAG and field support mechanisms. The incumbent maintains responsibility for financial management of assigned activities, which includes ensuring that obligations, expenditures, and budget pipelines conform to action plans and USAID regulations; ensures appropriate and timely incremental funding of activities and review of annual budget requirements. S/he leads pipeline reviews, follow-up on decisions made during the reviews; and coordinates and compiles review information; provides technical advice to the ALT team on how the pipeline status informs their procurement plans. The incumbent is responsible for the timely compilation of the quarterly accrual estimates as per USAID standards; and tracks funds for activities implemented by partner organizations related to the assigned area of responsibility; updates uncommitted balances regularly and provides programmatic recommendations to the office chiefs on the use of these un-sub-committed balances for on-going or new activities and ensures charging of budget according to the plan by providing the appropriate fiscal data to be used for new and existing projects. S/he is an advisor on pertinent regulations that apply to the use of USAID funds by source, type and duration

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

**EDUCATION:** Bachelor degree in social science or a related field is required. A thorough understanding in development planning and cooperation and budgeting is also required.

**EXPERIENCE:** Five years of progressive professional-level experience in related fields. Experience with NGOs and/or donor agencies that can provide advisory level of understanding of policies, operations, and procedures is required. Project cycle management is essential.

**LANGUAGE:** Fluent in English (Level IV) written and oral and at least one Ethiopian language is required. English test will be given.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The incumbent should have demonstrated familiarity and knowledge of disaster risk vulnerability, food security and early warning, and livelihood intervention programs; and demonstrated knowledge of host-government development perspectives, objectives and priorities, particularly in the program portfolio is required. Solid computer skills in basic office software applications are also essential. The applicant should be able to work independently, as well as a team member, in carrying out the duties described above. Good knowledge of U.S. Government or USAID programming policies, regulations and procedures is not required but will receive favorable consideration. This position requires strong operational, analytical, and managerial skills, as well as strong interpersonal skills. The contractor should also be able to work effectively with superiors, subordinates, colleagues and partners -- both inside and outside the Mission. The applicant must have good writing and oral communication skills and be able to provide sound professional advice to senior Mission staff, as necessary.

**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. 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.