



# USAID | ETHIOPIA

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**DATE:** **AUGUST 7, 2014**

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

**SUBJECT:** **JOB/VACANCY ANNOUNCEMENT NO. 10/14**

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

**TITLE OF POSITION:** **EDUCATION PROGRAM MANAGEMENT SPECIALIST (UP TO SIX POSITIONS)**

**LOCATION OF WORK:** **MINISTRY OF EDUCATION & REGIONAL STATE EDUCATION BUREAUS (ADDIS ABABA, OROMIA REGIONAL STATE EDUCATION BUREAU/RSEB/, AMHARA RSEB, SNNP RSEB AND TIGRAY RSEB)**

**Notes:** *You MUST indicate on the application form the position location(s) to which you are applying. You may apply for multiple positions. However, you must meet the language proficiency for each region as follows:*

- **EPMS to be posted in Amhara Region (Bahir Dar): Amharic language proficiency required**
- **EPMS to be posted in Oromia Region (Addis Ababa): Amharic and Affan Oromo language proficiency required**
- **EPMS to be posted in SNNP Region (Hawassa): Amharic and Sidama or Wolayita or Hadiya language proficiency required**
- **EPMS to be posted in Tigray Region (Mekelle): Amharic and Tigrinya language proficiency required**
- **EPMS to be posted in Addis Ababa (to support activities in Benishangul Gumuz, Gambella, and Addis Ababa): Amharic language proficiency required**
- **EPMS to be posted in Addis Ababa (to support activities in Afar, Dere Dawa, Harari and Somali regions): Amharic and Aff Somali language proficiency required**

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

**FINAL FILING DATE:** **August 22, 2014**

**SALARY:** FSN-10 USD 15,391 to USD 27,703 per annum depending on the candidate's earning history, qualifications and experience.

**MAJOR DUTIES AND RESPONSIBILITIES:** The Education Project Management Specialist (EPMS) will provide technical assistance to the Ministry of Education or Regional State Education Bureau (MOE or RSEB) and project management oversight to USAID Ethiopia's education team. Responsibilities will involve working together with the MOE, RSEB and USAID education team members to manage the

Reading for Ethiopia's Achievement Developed – Institutional Improvement (READ II) activities that support the MOE and RSEBs in pre-service and in-service teacher training; improving the quality of reading instruction for students in Grades 1-8; and building the capacities of RSEBs, WEOs, CTEs and schools to support evidence-based teacher training using content developed by the READ Technical Assistance (TA) project. S/he will contribute to the USAID education team's overall portfolio management, including the monitoring and evaluation of READ II. The EPMS shall liaise with the MOE, RSEBs and other third-party implementers of READ, which is supported by USAID, in order to ensure that synergies and complementarities across the various activities of READ are well coordinated and enhanced. The incumbent will work closely with USAID/Ethiopia's support teams, such as the Office of Financial Management and the Office of Assistance and Acquisitions, to ensure that funds for the project are disbursed in a timely way according to USAID rules and regulations as well as in accordance with the final fixed amount reimbursement agreements, including the appropriate justification documents required for payment. The incumbent will be responsible for independently maintaining a performance monitoring plan to serve as the project's management and reporting tool, developing indicators and setting targets in collaboration with MOE, RSEB and USAID Ethiopia education team as well as collecting performance data and monitoring the progress of activities through frequent site visits, specifically to READ II but also to other USAID projects as needed. In addition, the incumbent will help support other tasks of the USAID Ethiopia education team, including supporting the capacity building of MOE and RSEB at all levels as well as ensuring collaboration and coordination across all READ projects with implementing partners at the field level. The incumbent will also participate in education sector working group and USAID education quarterly technical working group meetings focused on technical areas related to the activities for which s/he serves as activity manager.

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

**EDUCATION:** A minimum of a Master's Degree in education or a related social science field.

**EXPERIENCE:** At least 5-7 years of experience working in education or related development fields in positions of progressive responsibility. Relevant experience includes but is not limited to working in schools; supporting teacher training, coaching, or mentoring; supporting education projects and programs, particularly those related to evidence-based reading; and working with USAID, on a USAID-funded project, or with another donor or non-governmental organization.

**LANGUAGE:** Proficiency in English and Ethiopian official language (Amharic) is required. For the regional positions proficiency in regional language(s) is required. English test will be given.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of program management; Knowledge of program monitoring and evaluation; Knowledge of education issues such as (but not limited to) evidence-based reading interventions; Knowledge of the Ethiopia education sector; some knowledge of procurement and financial management; some knowledge of USAID/Ethiopia's education programs in Ethiopia. Ability to negotiate with tact and diplomacy during discussions and meetings with different project stakeholders in order reach agreement on key issues and move forward with implementation plans; ability to create and support a collegial work environment that fosters collaboration and innovative solutions for the execution of complex tasks; ability to troubleshoot and creatively problem solve in order to keep the project on track and reach development objectives on time; ability to build and motivate teams and improve the capacity of team members to better carryout their duties; ability to conduct administrative, technical, and financial management responsibilities of a large-scale technical program; ability to take the initiative and manage time effectively in order to achieve results while working in a team context; ability to provide technical guidance and management oversight to implementing partners, i.e. MOE and REBs in a constructive, team-oriented manner; ability to deal with various program management and implementation issues; ability to develop, implement, monitor and lead a complex education project; ability to compile, analyze, and present education data in a variety of formats (charts, graphs, etc.); ability to understand and analyze education sector issues based on reading, discussion, and observation in order to provide written and oral recommendations, options, and strategies; ability to organize cascade training workshops for pre-service and in-service teachers, CTE technical staff, school

principals, supervisors, and woreda and RSEB staff; ability to prepare documents, budgets, and reports using MS Office software (Word, Excel, PowerPoint).

**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.**