



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: JUNE 24, 2015

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 11/15

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: USAID PROJECT DEVELOPMENT SPECIALIST

LOCATION OF WORK: U.S. EMBASSY ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: JULY 9, 2015

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 incumbent will serve as a USAID Project Development Specialist, based in USAID/Ethiopia and supporting USAID/Djibouti development programs. The primary role of the Project Development Specialist is to support the USAID/Ethiopia Program Office in providing program design, management, performance monitoring, and evaluation support to USAID programs in Djibouti. The incumbent will coordinate with the USAID/Djibouti team and liaise with USAID/Ethiopia offices including the Program Office, the Office of Acquisition and Assistance, the Office of Financial Management, and technical offices. This function is led by a program officer in the Program Office, and the incumbent will report to the Program Officer assigned to lead the effort.

The USAID Project Development Specialist is responsible for work assigned through the program officer requiring quality outputs, rapid turn-around, and ability to work with minimal supervision. The incumbent may be responsible for briefing USAID senior management on Djibouti programs as necessary and assist in meeting USAID/Washington initiatives or requirements.

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

EDUCATION: A Bachelor's Degree in development studies, political science, sociology, social science, or the equivalent is required and a Master's Degree is highly desirable.

EXPERIENCE: A minimum of five years of progressively responsible experience in development is required, with preference of work and understanding of the Djibouti development environment. Direct experience with other donor organizations working on development-related programs is highly desirable.

LANGUAGE: Fluency in written and oral English (Level IV) and Amharic is required. Fluency in French is desirable. English test will be given.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of development activities is required. Strong organizational and management skills, analytical and research skills, and good social and professional judgment are essential skills to this position. Strong interpersonal skills in cross-cultural and multi-level settings are essential with the ability to work with senior level governmental officials and maintain collaborative working relationships within a team structure. Excellent written communications skills are essential. Strong computer skills are also required.

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 or submit at the back gate of the U.S. Embassy located at Entoto road between the hours of 7:30 am and 5:00 pm 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.