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DATE: SEPTEMBER 8, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 13/16

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: EDUCATION PROGRAM MANAGEMENT SPECIALIST (EPMS)(BASED IN ADDIS ABABA)

LOCATION OF WORK: MINISTRY OF EDUCATION & REGIONAL STATE EDUCATION BUREAUS (ADDIS ABABA & SOMALI REGION) EPMS to be posted in Addis Ababa (to support activities in Afar and Somali, as well as Gambella, Benishangul-Gumuz, Dire Dawa, and Harari):

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: September 22, 2016

SALARY: FSN-10 USD 18,353 to USD 33,029 per annum depending on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES: The Education Project Management Specialist will provide technical assistance to the Ministry of Education and regional state education bureaus (RSEBs) and project management oversight to USAID Ethiopia's education team. Responsibilities will involve working together with the Ministry of Education, RSEB and USAID education team members to manage the Reading for Ethiopia's Achievement Developed – (READ) activities that support the Ministry of Education 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 READ Technical Assistance and other activities. S/he will contribute to the USAID education team's overall portfolio management, including the monitoring and evaluation of READ. The Education Project Management Specialist shall liaise with the Ministry of Education, RSEBs and other third-party implementers of READ, which is supported by USAID, to ensure that synergies and complementarities across the various activities of READ are well coordinated and enhanced. The incumbent will work 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 a management and reporting tool, developing indicators and setting targets in collaboration with Ministry of Education, 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, 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 Ministry of Education and RSEB at all levels as well as ensuring collaboration and coordination across all READ activities 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 activity, or with another donor or non-governmental organization.

LANGUAGE: Proficiency in English and Ethiopian official language (Amharic) is required. Proficiency in other regional language(s) is advantageous. 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; knowledge of the above-mentioned regions and regional contexts; some knowledge of procurement and financial management; some knowledge of USAID Ethiopia's education activities. 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 to achieve results while working in a team context; ability to provide technical guidance and management oversight to implementing partners, i.e. Ministry of Education and RSEBs 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).

For your application to be considered, the following documents must be submitted:-

- Letter of Application/Cover Letter;
- Completed and Signed Application for Employment Official Form–DS-174 found here [Universal Application for Employment \(DS-174\)](#);
- Current Resume/CV;
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say–**Vacancy 13/16 USAID PROJECT MANAGEMENT SPECIALIST (Education Program Management Specialist)**;
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before 5 p.m. Ethiopian time of the vacancy closing date.

Application letters and Form DS-174 must be signed. Incomplete and unsigned applications/forms will not be considered.

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.

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, 6137 or 6043.

NOTE: The application form is available free of charge upon request and are also available for download from the internet http://ethiopia.usembassy.gov/job_opportunities.html. The 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.