



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE SEPTEMBER 25, 2014

FROM HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT JOB/VACANCY ANNOUNCEMENT NO. 14/14

TO ALL QUALIFIED APPLICANTS

TITLE OF POSITION PROJECT MANAGEMENT SPECIALIST

LOCATION OF WORK US EMBASSY, ENTOTO ROAD

HOURS FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE OCTOBER 13, 2014

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 project management specialist to the Democracy and Governance (DG) office is responsible for the management of awards to international and/or local civil society organizations that are an integral part of the Office of Democracy and Governance's portfolio. The project management specialist portfolio will include the management of programs that promote the rule of law, promote resilience/conflict mitigation and good governance. He/she will also provide appropriate guidance to implementing partners to achieve results and ensure compliance with USAID regulations. Additionally, he/she will provide up-to-date information on rule of law and human rights, resilience/conflict management, political and governance-related matters, identifying implications for broader USAID development interests in Ethiopia. S/he analyzes and advises on rule of law, conflict mitigation/management, the political environment, and effective governance matters relating to the Embassy Mission Performance Plan, USAID's Strategy Statement, USAID sector strategies, and the strategies and plans of other major donors to Ethiopia, including the multilateral institutions. S/he is responsible for making contributions to the formulation of the Mission's good governance and resilience/conflict management agenda and coordinating with proposed activities funded by other donors, the Government of Ethiopia (GOE) and civil society. S/he liaises with other Mission offices to ensure synergies between the good governance and resilience/conflict management related strategies and activities with those of other sectors. The Program Management Specialist prepares appropriate procurement documents, including purchase orders, contracts, memorandum of negotiations and quotation summaries, and collaborates with respective USAID offices to complete procurement processes.

Within six months of assuming responsibility for this portfolio, he/she must demonstrate the following:

1. A thorough knowledge of rule of law, conflict mitigation/management and political/governance issues in Ethiopia;

2. A complete command of USAID's project management cycle;
3. Preparation and/or delivery of written and oral briefings about the program portfolio he/she manages;
4. He/she works independently and proactively to address management issues that arise; and
5. Mentors and assists USAID recipients to implement effectively their programs;

He/she must be prepared to represent and support the United States Government's foreign policy interests in Ethiopia to a wide variety of internal and external stakeholders. Moreover, the project management specialist will assist the Office of Democracy and Governance team, USAID colleagues and the Mission's implementers to work in partnership with Government of Ethiopia and sub-national institutions and/or navigate the government's administrative processes. The project management specialist is expected to provide leadership relating to all these elements of the position description. Under the direct supervision of the Office's Conflict and Security advisor, on the technical elements of his/her portfolio and keeps abreast of the policy reform agendas, legal, conflict and political conditions in Ethiopia.

The project management specialist analyzes the policy and operational factors that are relevant to his/her portfolio and prepares reports, provides guidance, and develops and monitors projects undertaken with USAID support. He/she establishes and maintains a policy dialogue with mid-level government officials, members of the legal profession in Ethiopia, civil society organizations and officials representing other donors and international organizations.

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

EDUCATION: Master's Degree in political science; public policy; good governance; rule of law; conflict management; political processes or related programs is required.

EXPERIENCE: At least five years of progressively responsible experience in the management and evaluation of development and humanitarian programs, with specific and extensive involvement in democracy and governance, conflict and/or human rights programming preferable. At least five years' experience with USAID or other bilateral or multilateral development agencies in a project management capacity. Prior work experience with International and/or Ethiopian non-governmental organizations in a project management capacity.

KNOWLEDGE, SKILLS, AND ABILITIES: A thorough knowledge of USAID program management and reporting regulations, policies and procedures, specifically related to: Semi-annual review (SARs), the annual review (AR) and success stories; the development, revisions to and implementation of PMPs; the development and implementation branding strategies; program evaluation; administrative aspects of procurements and obligations and to track and report on the financial status of all DG activities; grant, cooperative agreement and contract administrative and branding requirements; project close-out; the technical aspects of procurement and obligations. A thorough knowledge of the theory and practice of rule of law, human rights and good governance programs, including capacity building for government and civil society organizations, analysis of political processes, and conflict management. Expertise in the risks, drivers and triggers for conflict (and conflict typologies) in Ethiopia as well as Ethiopia's

existing conflict prevention/mitigation and response architecture. A thorough understanding of the development of laws, policies and the legislative development process in Ethiopia and perspectives of government and stakeholders. A thorough knowledge of and ability to analyze the political environment and governance systems in Ethiopia. A complete command of the importance of gender equality and its relationship with good governance and the promotion of peaceful and stable communities. A thorough understanding of USAID objectives and procedures for programming and strategy development, and of USAID policies, regulations, procedures, and documentation, and of the objectives, methodology and status of activities forming the basis of the Mission's portfolio. Ability to inter-relate rule of law and

good governance issues, trends and developments to USAID programming. Ability to prepare factual and interpretive reports covering justice sector, peace and security and political subject matter is required. Demonstrated capacity to participate in, lead and coordinate team efforts, to research and remain abreast of program management regulations, policies and procedures and to assist team members and implementing partners to apply them. Demonstrated ability to plan and conduct program evaluations, to develop outlines, solicit and incorporate inputs and edit team writing efforts. Ability to plan, organize, and execute complex projects. Excellent written and oral communication skills for analytical and factual reporting and presentations to senior GOE and U.S. Government officials. In addition, the incumbent will be expected to attend meetings, conferences, workshops, in and outside of Ethiopia at which they will be expected to represent the Mission's policies and program objectives and/or the Mission-endorsed results of their analyses.

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.