



USAID | ETHIOPIA

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DATE: AUGUST 7, 2015

FROM: HUMAN RESOURCE OFFICE, USAID/ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 14/15

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: SENIOR PROGRAM MANAGEMENT SPECIALIST

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

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: AUGUST 31, 2015

SALARY: FSN-12 (USD 22,784 to USD 41,012) depending on the candidate's earning history, qualifications and experience.

MAJOR DUTIES AND RESPONSIBILITIES: Under the direct supervision of the Asset Livelihood and Transition (ALT) Office Chief, the Senior Program Management Specialist manages the program functions of the ALT Office and has the lead role in providing strategic, policy, and technical leadership and oversight for the office's portfolio of food security and development projects and activities. This portfolio consists of investments in Productive Safety Net Program (PSNP) activities, livelihood activities (PSNP graduation interventions) in support of the mission's Feed the Future strategy, ad hoc development grant activities, and the office's interventions related to humanitarian crises and food insecurity. The incumbent serves as a core member of the USAID Ethiopia ALT Office leadership team. S/he prepares and approves activity designs, creates results monitoring plans, drafts annual reports, and develops project and position papers related to food security and livelihoods activities and projects. The incumbent provides policy reform information, related to food security and livelihoods, to ALT, the USAID mission Front Office, the U.S. ambassador, partners, clients, and others. S/he provides technical leadership for the design, monitoring, and evaluation of programs funded by USAID. S/he liaises with technical offices in other USAID operating units, other donor organizations, private volunteer organizations, non-governmental organizations, and private firms, and the relevant Government of Ethiopia officials at all levels. S/he represents the ALT Office in meetings and fora deemed important to food security and livelihoods issues. S/he provides, or arranges for, support to partner organizations for developing, implementing, monitoring and evaluating activities and strategies designed to improve the food security and enhance the livelihoods opportunities in Ethiopia. The incumbent supervises at least two ALT staff, including a program management specialist and a program management assistant. S/he works closely with ALT team members, USAID Ethiopia support offices, and other technical offices with similar program objectives focused on reducing emergency and chronic food insecurity in Ethiopia.

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

EDUCATION: Master's Degree in a subject area related to economic, agriculture or social development or a related field is required; PhD is preferred.

EXPERIENCE: Minimum of ten years of relevant, practical experience required, a majority of which should be at a senior level position that involved the design, implementation, monitoring, and/or evaluation of

food security programs in developing countries. Five of these years must be as a supervisor or at a managerial level.

LANGUAGE: Fluent (Level IV) English required, including excellent spoken and written language skills. Fluency in Amharic is required, with fluency in at least one other Ethiopian language preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: The incumbent must possess excellent knowledge of how development assistance works and how monitoring and evaluation systems are constructed and implemented. Advanced understanding of the strategic priorities, policies, funding mechanisms of USAID is necessary. S/he must have a thorough knowledge of the development priorities of Ethiopia. Experience in planning, managing and implementing donor-funded and other development programs is essential. This position requires expert knowledge of Ethiopia's food security and livelihoods programs and priorities, as well as an in-depth understand of livelihoods options. The incumbent must be able to work collaboratively with a range of professional counterparts at all levels, including those at various levels of government, technical staff, civil society leaders, the U.S. mission in Ethiopia, other donors, and international organizations. S/he must demonstrate cross-cultural sensitivity, tact, and poise. Leadership experience in a team environment is important, as is an ability to work in a collegial, yet persuasive, fashion. The incumbent must possess strong analytical, organizational, and time-management skills in order to meet deadlines and produce high quality work products. S/he must demonstrate an ability to operate effectively in a dynamic, fast-paced and fluid work environment,

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.