



# USAID | ETHIOPIA

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**DATE:** OCTOBER 3, 2016

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

**SUBJECT:** JOB/VACANCY ANNOUNCEMENT NO. 14/16

**TO:** ALL QUALIFIED APPLICANTS

**TITLE OF POSITION:** EDUCATION PROGRAM MANAGEMENT SPECIALIST (SENIOR EDUCATION ADVISOR)

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

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

**FINAL FILING DATE:** OCTOBER 17, 2016

**SALARY:** FSN-12 USD 27,080 to USD 48,752 per annum depending on the candidate's earning history, qualifications and experience.

**BASIC FUNCTION OF POSITION:** The Basic Education Services (BES) Office is managed by the office chief and deputy office chief, who are advised closely by the Education Program Management Specialist (Senior Education Advisor). The Education Program Management Specialist (Senior Education Advisor) is responsible for the management of major, high profile education programs and may be called upon to provide technical input into the design, implementation, management, and evaluation of all education programs. This position may also be expected to lead and monitor the budgeting process, ensuring the appropriate and timely use of basic education earmarked funds. The Education Program Management Specialist (Senior Education Advisor) will serve as one of the key technical advisors for any new education initiative planned to improve the reading skills of Ethiopian children. The Education Program Management Specialist (Senior Education Advisor) will work closely with all partners and USAID/Washington in order to meet the goal of 100 percent effectiveness for new programs. S/he coaches and mentors BES staff and manages up to \$80 million in USAID programs for education.

The Education Program Management Specialist (Senior Education Advisor) facilitates communication and maintains collaborative working relationships with mid to senior-level staff at USAID and other U.S. Government agencies, government officials of the Ministry of education, regional education bureaus, donors and other government entities and non-governmental organizations working in the area of education. S/he represents USAID on various high-level governing bodies and technical working groups to advance the policy objectives of the USG and to support coordination and harmonization of education activities in Ethiopia.

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

**EDUCATION:** Completion of a Master's Degree in education, economics, social sciences, or related field is required.

**EXPERIENCE:** A minimum of ten years of progressively responsible experience in education sector program management, and policy and strategy development is required. Experience in education policy area is required. Seven of the ten years should include experience in program design and management. The ability to work in teams, direct the work of consultants, and apply good listening and interpersonal skills is highly important.

**LANGUAGE:** Incumbent must have level IV (fluent) English. The ability to communicate effectively in both written and spoken English and Amharic is required. Knowledge of more than one Ethiopian language is highly useful. English test will be given.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Incumbent must have thorough knowledge of the Ethiopian Government's national education policy, the Ethiopian education system and other donor programs; must have thorough knowledge of education program design, implementation and evaluation; and must have strong working knowledge of computer applications to carry out management and statistical analysis. Word processing skills are essential; spreadsheet development and graphics applications are highly useful. The position requires good organizational and management skills, strong analytical and good social and professional judgement, excellent interpersonal skills in cross-cultural and multi-level settings; ability to interact effectively with mid and senior level government officials and to maintain collaborative working relationships within a team structure.

The selected candidate must be capable of producing high quality work, often under time pressure and in complex situations. Must be able to communicate effectively in writing and verbally in English and Amharic or other major national language; lead and participate in discussions and meetings effectively. Able to rapidly analyze information, evaluate data, and prepare reports and related documents in English and Amharic.

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](mailto:addisusaidjobs@usaid.gov) and **the email subject must say–Vacancy 14/16 USAID PROGRAM MANAGEMENT SPECIALIST (Senior Education Advisor)**;
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on 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 [Universal Application for Employment \(DS-174\)](#). 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.