



## PROJECT MANAGEMENT ASSISTANT Job Announcement No. AID – 019 -16

<b>OPEN TO:</b>	All Interested Candidates
<b>POSITION:</b>	Project Management Assistant
<b>OPENING DATE:</b>	October 25, 2016
<b>CLOSING DATE:</b>	November 11, 2016
<b>WORK HOURS:</b>	Full-time; 40 hours/week
<b>SALARY RANGE:</b>	FSN-8 (ZMK 168,538.38 p.a. – 264,101.46 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of Project Management Assistant in the Health Office.

### **BASIC FUNCTION:**

The Project Management Assistant will provide programmatic, communications, and administrative support to the Health team. S/he will be responsible for data collection, analysis, management, and interpretation for health programs, tracking and collecting project information, and assisting in monitoring performance against budgets and indicators.

The incumbent will draft and prepare necessary project documentation for activities, apply communications expertise (e.g. conducting web-based outreach, creating program profiles, summarizing lessons learned from data/research findings, and utilizing multi-media applications, such as social media, blogs, photography, and video streaming) to assist the Health Team in communicating successes broadly and sharing results to specific audiences.

S/he will also support the Administrative Assistant to manage permanent and electronic records, finalize agendas and schedules for high level visitors, and support assessments, evaluations, portfolio reviews, and other events, as needed.

## **QUALIFICATIONS REQUIRED:**

Applicants must address each required qualification listed below with specific information/documentation supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

**A. Education:** Possession of a bachelor's degree in in public/business administration, development studies, social work, international development, social sciences, health care management, or related field is required.

**B. Prior Work Experience:** At least five years of progressive experience in development assistance work, program management, health communications, public health system or experience with donor agencies is required.

**C. Language:** Level IV (fluent) English and a high degree of proficiency in both written and spoken language is required.

**D. Job Knowledge:** A good understanding of host-country economic, social, cultural and political context is necessary. Knowledge of donor programming policies, regulations, methodologies, and documentation is desirable.

**E. Skills and Abilities:** The ability to establish and maintain contacts with counterparts in relevant host-government and partner organizations; ability to effectively work as part of a team; obtain, evaluate, analyze data, and prepare accurate reports. S/he should be able to recognize significant developments and trends reflected from collected data, and coordinate activities with several staff members. Microsoft Office operation skills - Word, Excel and PowerPoint - are also required.

## **TERMS OF APPOINTMENT:**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

## **BENEFITS:**

The position is classified at FSN-8 level. The actual salary of the successful candidate will be negotiated within the range depending on qualifications and previous earnings history.

## **APPLYING:**

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degree(s);
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

**SUBMIT ALL APPLICATION MATERIALS TO:**

**EXOZambiaHR@usaid.gov** (E-mailed applications required.)

The email subject heading ***must*** read:

**Application: Project Management Assistant, AID-019-16**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Only short listed candidates will be contacted.**