PROJECT DEVELOPMENT SPECIALIST
Job Announcement No. AID-010-19

OPEN TO: All Interested Candidates

POSITION: Project Development Specialist

OPENING DATE: June 24, 2019

CLOSING DATE: July 10, 2019

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: FSN-10 (ZMK 329,017.01 p.a. — ZMK 510,175.85 p.a.)

BASIC FUNCTION:

The FSN Project Development Specialist (PDS) position is located in the USAID/Zambia Program Office (PRM), where s/he reports to the USDH Project Design Officer (PDO). The incumbent assists in all aspects of the USAID Program Cycle, from strategic planning to implementation and achieving, monitoring and evaluation. Under the guidance of the PDO, s/he helps to develop and implement related Mission policy, including policies related to gender and disability.

The PDS applies (and creates/updates/revises, as necessary and appropriate) mission-wide systems, practices and procedures that maximize the cost-effectiveness and transformative development impact of all assistance activities undertaken by the USAID/Zambia mission. These actions are done in accordance with official USAID policy, U.S. law and regulation, U.S. Government foreign policy priorities, and sound international development theory.

MAJOR DUTIES AND RESPONSIBILITIES:

Project/Activity Design Support and Review 35%
Under the guidance and supervision of the PDO, the PDS reviews mission-generated activity and project concept notes and designs to determine their alignment with the current approved USAID/Zambia Country Development Cooperation Strategy (CDCS) and its underlying results framework; Agency and mission policy regarding project and activity design, as per USAID Automated Directives System (ADS) Chapter 201 and corresponding USAID/Zambia mission orders.

USAID Is An Equal Opportunity Employer
The incumbent then makes recommendations to PRM leadership regarding whether the office should clear/approve them. The PDS demonstrates an advanced understanding of activity/project development in the context of official development assistance, of the analytical requirements of sound activity/project design, and an ability to apply them appropriately and effectively. S/he is able to provide informed, value-added technical input to Activity and Project Design Teams within the mission’s technical offices.

**Monitoring, Evaluation and Learning**  
25%

The PDS provides support to the mission’s Senior FSN Monitoring, Evaluation and Learning (MEL) Specialist, who is located in PRM. Under his/her guidance, the PDS reviews Performance Management Plans developed by the technical offices, conducts Data Quality Assessments, and prepares the annual Agency Performance Plan and Report. The incumbent also conducts field visits to activity sites and rapid assessments, designs and develops mid-term and end-of-activity evaluations, and maintains and applies (and modifies, as required) the mission’s Collaborating, Learning and Adapting plan.

**Mission Gender Advisor**  
15%

The PDS is charged with ensuring that the mission appropriately integrates gender considerations into activity and project selection, design, implementation, and MEL, as per ADS Chapter 205. S/he represents PRM on the [U.S. Mission/Lusaka] inter-agency Gender Sector Advisory Group (GSAG), providing technical guidance to the GSAG on USAID gender policy so that it informs programmatic discussions with Zambian government ministries, including the Ministry of Gender and Child Development (MGCD) and the Ministry of Community Development and Social Services (MCDSS). S/he shares best practices in gender integration with USAID Mission staff, and serves as Contracting Officer’s Representative for MEL activities such as assessments of the gender context in Zambia and evaluations measuring gender impact of mission activities.

**Budget**  
15%

The PDS provides support on an as-needed basis to the mission’s Senior FSN Budget Specialist, including in the preparation of Operating Year Budget matrices required for Agency allowance of funds to the mission, assisting with the preparation of the annual mission Operational Plan, and in maintaining Zambia’s portion of the Field Support database and the mission’s Ops Master financial tracking tool. The PDS serves as Acting PRM Budget Specialist during the absence of the Senior FSN Budget Specialist.

**Strategic Planning**  
10%

The PDS provides substantive input to mission strategic planning, including the selection and design of overall goals, development objectives and intermediate results, and the analyses and other empirical data required to support the development hypotheses underpinning the CDCS. S/he effectively applies Agency policy on strategic planning to help create sound development hypotheses, results frameworks with clear causal linkages, and the corresponding performance indicators that provide the empirical basis for assessing the impact of the mission’s assistance at different stages of program implementation. S/he promotes collaboration between technical and support offices in the project/activity development process, including consultation and collaboration with inter-agency and Zambian stakeholders.
MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

A. **Education**: Bachelor’s degree in International Development, Business Administration, Public Administration or field related, is required.

B. **Prior Work Experience**: Minimum of five years of International Development experience, including program design and implementation for donor organizations, Non-Governmental Organizations, and/or private sector institutions. Experience with USAID-funded, or other cooperating partner (donor) is required.

C. **Post-Entry Training**: The incumbent will receive all training required of new professional employees of USAID, including, but not limited to: Introductory to the Program Cycle, GLAAS, Phoenix, and AOR/COR Certification. S/he will also avail him/herself of both online and classroom training offered by USAID in the fields of Performance Monitoring and Audit, Evaluation, and Project Design and Implementation, as required by PRM.

D. **Language Proficiency (level and specialization)**: Level IV English (fluent) ability is required.

E. **Job Knowledge**: Applicants must possess sound knowledge of general development principals and approaches; a thorough understanding of the Zambian development context is a must. An in-depth understanding of program and activity development, including design, implementation and performance monitoring, evaluation and learning is required. Knowledge of gender equity principals, and how to integrate gender into development programming, is required.

F. **Skills and Abilities**: The position requires a high level of initiative. Other abilities include, good judgment, strong communication, and excellent interpersonal skills; ability to interpret Agency policy and guidance, and follow procedures accurately; ability to work independently on multiple tasks and meet deadlines; proven ability to work collaboratively in a team environment, and to proactively build consensus; and the ability to mentor and train others. An ability to work, and collaborate with to learn from, and to guide USAID/Zambia staff in the design and implementation of Activities is required. Computer skills – Microsoft Office Suite applications, including Word, Excel and PowerPoint, and the ability to generate and maintain spreadsheets and budget tables, are a must. Excellent written and oral English language and communication skills are essential.

EVALUATION AND SELECTION FACTORS:

1. **Education**: A Bachelor’s degree in International Development, Business Administration, Public Administration or related field, is required. **(10 Points)**

2. **Prior Work Experience**: A minimum of five years of International Development experience, including program design and implementation for donor organizations, Non-Governmental Organizations, and/or private sector institutions. Experience with USAID-funded, or other cooperating partner (bilateral or multilateral donor), is required. **(20 Points)**

3. **Language Proficiency**: Level 4 English is required. **(10 Points)**
4. **Job Knowledge:** Applicants must have sound knowledge of general development principals and approaches. A thorough understanding of the Zambian development context is a must. An in-depth understanding of development assistance related program and activity development, including design, implementation and performance monitoring, evaluation and learning, is required. Knowledge of gender equity principals and how to integrate gender into development programming is required. **(30 Points)**

5. **Skills and Abilities:** The position requires a high level of initiative. Other required abilities include: good judgment, strong communication, and excellent interpersonal skills; ability to interpret Agency policy and guidance and follow procedures accurately; ability to work independently on multiple tasks and meet deadlines; proven ability to work collaboratively in a team environment, and to proactively build consensus; and, the ability to mentor and train others. Ability works, collaborate with, learn from, and guide USAID/Zambian staff in the design and implementation of Activities is required. Computer skills – Microsoft Office Suite applications, including Word, Excel and PowerPoint, and the ability to generate and maintain spreadsheets and budget tables, are a must. Excellent written and oral English language and communication skills are essential. **(30 Points)**

   Maximum Evaluation Score: 100 points

**TERMS OF APPOINTMENT:**
Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon performance and a continuing need of the services of this position.

**BENEFITS:**
The position has been classified at an FSN - 10 level. The actual salary of the successful candidate will be negotiated within that range, depending upon 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 degrees;
4. A fully complete application form DS-174 (available online at [https://eforms.state.gov/forms/ds174.pdf](https://eforms.state.gov/forms/ds174.pdf)); and
5. Contact information for at least three professional references.

**SUBMIT ALL APPLICATION MATERIALS TO:**
[EXOZambiaHR@usaid.gov](mailto:EXOZambiaHR@usaid.gov) (E-mailed applications required.)

The email subject heading **must** read:

Application: Project Development Specialist, AID-010-19

Only short listed candidates will be contacted.