



EMPLOYMENT OPPORTUNITY - RE-ADVERTISEMENT - (FORMER APPLICANTS OF THIS POSITION ANNOUNCEMENT NEED NOT RE-APPLY)

Depending on qualifications and experience incumbent may be hired at a trainee grade (one or two grades lower than the position grade.)

POSITION TITLE: PROJECT DEVELOPMENT SPECIALIST

United States Agency for International Development (USAID/Malawi) has an immediate vacancy for a position of Project Development Specialist. This position is based in the USAID/Malawi Program Development and Analysis (PDA) Office. The Project Development Specialist will support the USAID/Malawi PDA Office in program, project, and activity design and implementation, including planning, budgeting, reporting, monitoring and evaluation. The incumbent serves as a recognized subject matter expert in the Mission on project and activity design, development of logical and results frameworks, assessment preparations, and linkage with U.S. government (USG) as well as host country government strategies and initiatives. S/he advises Mission senior management on the political and economic context in the host country and on how the evolving context may impact USAID's ability to achieve its objectives. S/he leads and/or participates in Program Office activities on policy, strategic planning, project design, compliance, and special initiatives, including, but not limited to: Country Development Cooperation Strategy (CDCS), Feed the Future (FtF) and Global Health Initiative (GHI). The incumbent supports Development Objective (DO) teams in ensuring that documentation complies with Agency policy, USG regulations, and other relevant guidance, and ensures that project documentation is of appropriate quality, and is submitted to PDA and other Mission offices in a timely manner.

REQUIRED QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: A master's degree in project design, project and or program management, economics or other relevant field is required.

Prior Experience: A minimum of seven years working in international development or a related field, with a minimum of five years working on program/project design and implementation for donor organizations, non-governmental organizations or private sector institutions is required. Concrete experience in project design and management, financial management and monitoring and evaluation are highly desirable.

Knowledge: Superior knowledge of general development principles and approaches, the Malawi development environment, and the Government of Malawi development priorities is required. In-depth understanding of program design, implementation, financial management, and monitoring and evaluation is desirable. Knowledge of U.S. government rules, regulations, policies, and procedures is desirable, but not required. Working knowledge of development partners and the Malawian development context is

essential.

Skills and Abilities: Good judgment and strong communication and 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. Ability to mentor and train others. Proficiency in Microsoft Office is required. Experience working with databases, web-based applications (e.g. Microsoft SharePoint) and Geographic Information Systems is highly desirable.

Language Proficiency: Must be able to communicate effectively in both written and spoken English and Chichewa at a professional level. Ability to write technical documents in English, to concisely summarize complex ideas, and to edit work is required.

THE POSITION IS OPEN TO QUALIFIED MALAWIAN NATIONALS.

TO APPLY

Interested applicants for this position must submit the following:

1. Current resume or curriculum vitae accompanied by a cover letter
2. Any other documentation (e.g. certificates, awards earned) that addresses the qualification requirements of the position as listed above.

We **strongly** encourage that potential candidates obtain a copy of the complete Position Description listing all duties and responsibilities. The full copy is available from the Human Resources Office. Contact the Human Resources Office by email at lilongwehr@usaid.gov; in person at USAID offices or by phone at 01-772458 Ext. 5114 or 5112.

Applicants must meet ALL minimum requirements above to apply. Please send applications to: lilongwehr@usaid.gov or the following address:

Supervisory Executive Officer
USAID/Malawi
P.O. Box 30455
Lilongwe 3
Fax: (265) 01773181

Reference the Vacancy name on the subject line of your application: EMPLOYMENT OPPORTUNITY – PROJECT DEVELOPMENT SPECIALIST

Last date of receipt of applications – November 22, 2013