

JOB VACANCY ANNOUNCEMENT

USAID PROJECT MANAGEMENT SPECIALIST (EDUCATION)

The U.S. Agency for International Development (USAID/Philippines) has an immediate need for a USAID Project Management Specialist (Education) whose overall responsibility covers the full program cycle (from conceptualization, development, management, monitoring and evaluation, and close-out of projects), research, outreach and communications, and representation.

The incumbent reports to the USAID Project Management Specialist (FSN 12). S/he provides assistance to the Deputy Office Director and the Office Director in the overall administration and management of education sector activities. S/he has interactions with the highest levels of USAID management, other U.S. Government (USG) officials, as well as with a wide variety of external counterparts including Philippine government officials and other international donors. S/he also participates in the design, implementation, and evaluation of education projects. At the direction of the Education Deputy or Office Director, the incumbent is responsible for the development, implementation, and/or coordination of special activities within the education development objective team's purview.

The incumbent provides technical guidance in the development of the mission's education portfolio by contributing inputs to the development of the Mission's country strategy, development objectives, projects, and activities. S/he participates in the development of activities that will contribute to achieving the Mission's development objectives in education within the context of USAID's Global Education Strategy, the Bilateral Assistance Agreement for Education Programs and the Partnership for Growth Agreement between the U.S. and Philippine governments, and other high-level policy guidance on USG education programming for the Philippines.

The candidate must meet the following Evaluation Criteria:

* **Education (5%)** Minimum of a Bachelor's degree from a reputable university in a field relevant to management of development assistance and/or education development such as Public Management/Administration, Development Studies, Economics, Political Science, Political Economy, or related social science disciplines.

* **Work Experience (5%)** Three to five years of progressive responsibility in development work with project management, including experience in the field of education.

* **Job Knowledge (20%)** Knowledge of the Philippine education system (including basic, higher, and technical/vocational), especially the state of the sector, Philippine government priorities and initiatives, current issues, trends, challenges, and opportunities. Knowledge of Philippine government processes, agencies and priorities, and familiarity with the key players in the education space across all sub-sectors. Knowledge of development theory and practices, especially with matters relevant to sector assessments and research, conceptualization, design, implementation and evaluation of development interventions for improved education outcomes. Knowledge of best practices in education assistance (both local and international), particularly with regards to development interventions to improve education outcomes; initiatives of the international community to improve education; other donor initiatives in-country; private sector interests in education development; and civil society groups.

* **Skills and Abilities (35%)** Ability to establish and maintain a wide range of contacts with government officials--both at the national and local levels, other donors, non-governmental organizations, and the private sector. Must have the ability to identify significant trends, opportunities or challenges in the Philippines and assess their importance and impact on USAID Development Objectives, in general, and on the Education Development Objective, in particular. Must have the ability to obtain, analyze, and evaluate complex data and to organize and present these in a meaningful and concise way to others. Must have the ability to plan, organize, manage and evaluate complex projects. Must be able to persuasively represent the position and/or views of the Education Development Objective, and to represent the position of USAID to external partners and stakeholders. Ability to acquire working knowledge of new rules and regulations very quickly. Ability to work with diverse teams, and with very strong interpersonal skills.

* **Communication and Computer Skills (35%)** Must have strong presentation and technical writing skills. Fluency in the English and Filipino language, both oral and written, is required. Must have standard skills in word processing, presentation, and database software.

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan. The salary offer will be based on a combination of the candidate's salary history and of the organization's pay plan and will be within the annual range of Php 934,960.00 to Php 1,439,211.00.

Note:

- *USAID reserves the right to reject any and all applicants. Only short-listed candidates will be notified.*
- *This position is open for Philippine local residents only.*

**Application letter and comprehensive resume must be received
no later than March 4, 2016 via email at aidmnlhr@usaid.gov**