II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION
   a. Education – Master’s degree 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. **Note: Additional education may NOT be substituted for Experience.**

   b. Prior Work Experience – Minimum of five (5) years of progressively responsible, professional-level experience in project management related work in the field of education. At least 4 years of this should have been in development assistance or related work with the USG, Philippine government organizations, other donor agencies, or the private sector. Required experience includes research, project design, program planning and implementation, performance monitoring, and/or the analysis and interpretation of large amounts of complex program/project/activity information. **Note: Additional experience may NOT be substituted for Education.**

   c. Language Proficiency / Communication Skills – Must have excellent communication skills in English and Tagalog, both in oral and written forms. With this level of communication skills, the Specialist is expected to: prepare regular and ad hoc reports, project documentation, and briefing papers; develop and deliver professional quality reports and presentations; and, be able to translate and act as interpreter.

   d. Job Knowledge – Thorough and in-depth 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. Thorough knowledge of Philippine government processes, agencies and priorities, and familiarity with
the key players in the education space across all sub-sectors. Thorough 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. Working knowledge of best practices in education assistance (both local and international), particularly as 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.

e. Skills and Abilities – Must have the ability, tact and diplomacy in order to establish and maintain sustainable working relations with a wide range of contacts in the Philippine government agencies and other external counterparts. 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. Good computer skills are required, in order to manage activity goals and achievements, both technical and financial. Ability to work with diverse teams, and with very strong interpersonal skills.

III. EVALUATION AND SELECTION FACTORS

1. Education (5%)
2. Prior Work Experience (5%)
3. Language Proficiency / Communication Skills (35%)
4. Job Knowledge (20%)
5. Skills and Abilities (35%)

Additional Notes:
- USAID reserves the right to reject any and all applicants;
- Only short-listed applicants will be notified.

IV. HOW TO APPLY:

1. Interested applicants are required to submit the following: application letter, comprehensive resume and technical writing samples.

2. Applications must be received by 20 July 2018 / 11:59PM, and submitted via email to aidmnxhr@usaid.gov

3. All applicants are requested to prominently indicate the following:
   a. solicitation number (Solicitation No.: USAID-2018-05) in the subject line of their email submission;
   b. source of the vacancy announcement (e.g. name of newspaper, website, social media)

V. BENEFITS/ALLOWANCES

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan.