



USAID
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SOLICITATION NO. : USAID-2019-07
PIID# 72049219R10007

ISSUANCE DATE : 03 February 2019
CLOSING DATE/TIME : 15 February 2019 / 11:59PM

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) under Local Compensation Plan

I. GENERAL INFORMATION

- 1. SOLICITATION NO. :** USAID-2019-07
- 2. ISSUANCE DATE :** 03 February 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS :** 15 February 2019 / 11:59PM (Manila Time)
- 4. POSITION TITLE :** USAID Project Management Specialist (Education), FSN-10
- 5. MARKET VALUE :** Php 955,397.00 – Php 1,470,890.00 gross p.a. equivalent to FSN-10, in accordance with **AIDAR Appendix J** and the Local Compensation Plan (LCP) of the U.S. Embassy Manila. The salary offer will be based on a combination of the candidate's salary history and of the U.S. Embassy Manila's LCP, and will be within the annual range listed above.
- 6. PLACE OF PERFORMANCE :** The position is based in Manila, Philippines.

7. STATEMENT OF DUTIES :

The USAID Project Management Specialist is located in the Office of Education, USAID/Philippines. The Specialist has a wide range of responsibilities that cover 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 (Team Lead). S/He provides assistance to the Deputy Office Director and to 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 at the U.S. Embassy in the Philippines, 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. S/He provides technical guidance in the development of the Mission's education portfolio by providing inputs in 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.

Major duties and responsibilities include: Project Management (40%), Research, Project Design, Monitoring and Evaluation (25%), Representation and Communication (15%), Donor and Philippine Government Negotiations, Coordination and Outreach (10%), and, Special Assignments (10%)

SUPERVISORY RELATIONSHIP: The Specialist works under the day-to-day supervision of the USAID Project Management Specialist (Team Lead). S/He shall perform assigned duties independently where procedure and guidelines have been established. S/He carries out duties and responsibilities exercising independent judgment, initiative, and discretion. Completed assignments are reviewed for soundness, completeness, and conformity with policies and procedures.

- 8. AREA OF CONSIDERATION:** Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID/Philippines does not sponsor work permits.
- 9. POINT OF CONTACT:** Human Resources Division via aidmnlhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education** – 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. *Note: Additional education may NOT be substituted for Experience.*

- b. **Prior Work Experience** – Three to five years of progressive responsibility in development work with project management, including experience in the field of education. *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.
- d. **Job Knowledge** – 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 the 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 as regards 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** – Ability to establish and maintain a wide range of contacts with Philippine 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. Must have standard skills in word processing, presentation, and database software. Ability to work with diverse teams, and with very strong interpersonal skills.

III. EVALUATION AND SELECTION FACTORS

- 1. Education (5 %)
- 2. Prior Work Experience (10 %)
- 3. Language Proficiency / Communication Skills (30 %)
- 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.
- To be a competitive candidate, the applicant must meet the minimum requirement of each of the Evaluation and Selection Factors, as specified.
- **Only applications received within the specified solicitation period will be considered. [03 February 2019 (12:00AM) - 15 February 2019 (11:59PM)]**

IV. HOW TO APPLY:

- 1. Interested applicants are required to submit an **application letter** and a **comprehensive resume**.
- 2. Applications must be received by **15 February 2019 / 11:59PM** (Manila Time), and submitted via email to **aidmnlhr@usaid.gov**
- 3. All applicants are requested to **prominently** indicate the following:
 - a. solicitation number (Solicitation No.: **USAID-2019-07**) 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.