



USAID | AFGHANISTAN

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Solicitation is open to: Afghan Nationals Only

Position Title: Development Program Assistant (Environment)

Type of vacancy: Single

Opening date: August 21, 2014

Closing date: September 05, 2014

Vacancy announcement #: USAID/306/14/71 OPPD

Work hours: 40 hours (Full time)

Position Grade: FSN-09

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Development Program Assistant (Environment) in the Office of Program and Project Development.

BASIC FUNCTION OF THE POSITION:

The USAID Development Program Assistant (Environment) reports to the Supervisory Project Development Officer (S/PDO) in the office of Program and Project Development (OPPD), USAID/Afghanistan. The incumbent will also liaise closely with the Mission Environmental Officer (MEO) based in the Office of Afghanistan and Pakistan Affairs at USAID/Washington. . When the MEO is absent from post, the incumbent will be responsible for day-to-day management in close coordination with the MEO and S/PDO. The incumbent assists the MEO with all environmental matters and the oversight of all USAID/Afghanistan environmental programs and activities. The incumbent provides technical support and guidance to all Mission programs, projects, and activities which have environmental impact. The incumbent assists with the implementation of new activities in the environment field and prepares and reviews environmental analysis, assessments, and statements required for Mission programs.

Incumbent assures that Mission technical offices comply with all USAID environmental regulations. This responsibility includes assisting the MEO with the regular training of USAID and contractor staff, as well as the regular monitoring of environmental activities, organizing and conducting trainings independently when the MEO is absent. The incumbent works with the MEO in reporting on Mission compliance with environmental regulations and may be tasked with assisting the USAID and United States Government (USG) special initiatives in the environmental sector, as well as responding to informational inquiries related to the environment from the USAID Washington desk based in the Office for Afghanistan and Pakistan Affairs (OAPA). The USAID Development Program assistant is responsible for developing and maintaining close and cordial contacts with officials involved with environmental issues in all cognizant Government of Islamic Republic of Afghanistan (GIROA) Ministries. The incumbent is also responsible for establishing good working relationships with the NGO community, especially organizations working with the environment, thus keeping the MEO and S/PDO apprised of all important developments in the environment sector, and proactively identifying problems before they occur or in their early stages of development.

This position requires situational assessment, interpretation, judgment, and timely decision making with minimal supervision. The incumbent is expected to operate at a high professional level and with considerable latitude for planning, organizing and executing assigned responsibilities. The incumbent must work harmoniously and in close collaboration with other

Mission offices, GIROA officials in a number of cognizant Afghan ministries, U.S. PVOs, Afghan NGOs, UN agencies, and other international donors.

The incumbent performs a variety of complex duties, including consultative, advisory, and monitoring functions. The incumbent is responsible for identifying, analyzing, and assisting with the implementation of environmental programs and activities; formulating, quantifying, and tracking results and performance indicators; providing guidance to Mission staff and implementing partners in making necessary adjustments to administrative and program plans to achieve targeted results; and staying abreast of developments affecting environmental activities, identifying and assessing their importance and impact on development objectives. The incumbent must prepare precise, accurate, complete, and up-to-date reports and documents.

The USAID Development Program Assistant must have experience in implementing environmental programs and an excellent understanding of the economic, political, social, and cultural characteristics of Afghanistan, including all the environmental, health and safety requirements of the Afghanistan National Environmental Protection Agency (NEPA), Environmental Law (2007) as well as the NEPA National Pollution Control and Management Policy and other applicable laws and regulations. In addition, the incumbent should be familiar with and eventually become an expert in USAID's environmental procedures. The incumbent is required to understand and incorporate the Agency's core values in all aspects of his/her work. These core values are: 1) Customer Focus, 2) Managing for Results, 3) Teamwork and Participation, 4) Empowerment and Accountability, and 5) Diversity

MAJOR DUTIES AND RESPONSIBILITIES

Environmental Compliance guidance and assistance

As the Development Program Assistant (Environment), the incumbent will assist the Mission in complying with the environmental compliance workload. In the absence of the MEO, the incumbent will serve as the Mission's point person for all required purposes according to the applied regulations, Mission Order on Environmental Compliance and MEO/D-MEO Appointment Letter.

The incumbent provides guidance to Mission technical offices in the drafting and review of environmental documentation including Initial Environmental Examinations (IEE), and Environmental Mitigation and Monitoring Plans (EMMPs), Reports (EMMRs) and other environmental documentation.

Provide professional comment on environmental documentation and monitor compliance with environmental regulations and mitigation measures.

Review and monitor the compliance of USAID-funded activities/projects as per the Regulations when needed. Based on a thorough understanding of the Mission's activities, assists the MEO in maintaining a system to track the development, approval and implementation of Regulations required documentation, including IEEs, EMMPs and EAs. Request and review periodic reports from Agreement/Contracting Officer Representatives (A/CORs) to ensure that environmental benchmarks and goals are being met and alerts A/CORs and Office Directors before non-compliance occurs so that corrective action can be taken on time.

Facilitate project implementation under all Mission technical offices by ensuring that environmental regulations are known and followed by staff and implementers.

Make field visits to activity sites to evaluate the environmental impact of project and program activities. Identify problems and propose viable solutions, making recommendations to the OPPD Director. Prepare trip reports with findings and recommendations and supplement these with oral briefings to the OPPD Director. Prepare periodic reports on implementation progress. Assist the MEO with Mission reporting in the annual Environmental Compliance Report (ECRS), Performance Plan and Report and/or Operational Plan as necessary.

Capacity Building for Mission and Implementing Partner staff

Organizes and assists the MEO applied Regulations training for new staff and conducts regular refresher trainings for Mission staff. Maintains a tracking system to ensure that all A/CORs are trained and understand their responsibilities for the regulation compliance. Develops and sets up targeted technical training for environmental staff from Implementing Partners, Ministries and other participating GIRoA organizations.

Communication and Outreach with GIRoA and donors

Develop and maintain contacts with government officials, NGOs and other donors. Analyze and evaluate environmental policies of GIRoA and Public International Organizations, especially as they pertain to USAID objectives such as on-budget Government to Government (G2G) activities and multi-donor trust funds.

Participate in meetings, seminars, receptions and similar types of activities with various government, private sector and non-governmental representatives to stay up to date on issues of interest to USAID/Afghanistan. Provide advice on environmental matters to the OPPD Director, the Regional Environmental Officer and the Office of Afghanistan and Pakistan Affairs Environmental Officer, who serves as the Bureau Environmental Officer (BEO).

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A Bachelor's degree in the natural resource sciences, environmental studies, agricultural sciences, engineering or a related field is required. Graduate work in another related discipline in areas relevant to construction and infrastructure is desirable.

Prior Work Experience: At least five years' experience monitoring and working with environmental programs, with a quick ability to learn USAID procedures and documentation requirements preferred. Some additional experience with environmental program evaluation is also desired. The incumbent should be able to analyze a broad range of program requirements and issues, including their social, economic and environmental impacts.

Post Entry Training: Training in all aspects of USG and USAID environmental regulations, particularly on USAID MEO certification and other relevant courses will be provided.

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Pashto or Dari is required.

Knowledge: Environmental experience and skills are preferred, as is some experience in managing resources (staff, equipment, and budget). Seven years' experience working with and monitoring environmental programs, with a quick ability to learn USAID procedures and documentation requirements is preferred. Some additional experience with environmental program evaluation is also desired.

Skills and Abilities: Operational, analytical, and computer skills, including ease and skill in using Microsoft Office Suite. Interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Mission, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment. Ability to work collaboratively with GIRoA officials and representatives of international organizations, donors, NGOs, other US Government officials, and USAID officials. Ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: Development Program Assistant (Environment) (OPPD1471)**

ANY/ALL application submissions after the closing date of September 05, 2014 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> **and/or**
3. **A current resume or curriculum vitae that provide the same information found on the DS-174 form.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are encouraged to apply.**

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