Solicitations open to: Afghan Nationals Only
Position Title: Development Program Specialist (Budget)
Type of vacancy: Multiple
Opening date: February 13, 2017
Closing date: February 27, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/17/19/OPPD

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as Development Program Specialist (Budget) under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

USAID/Afghanistan’s Office of Program and Project Development (OPPD) is concerned with the full range of program design, analysis, budgeting, planning, authorization, implementation, reporting, information, and donor coordination and evaluation activities. It is the key staff office in ensuring that activities are designed to achieve the goals outlined above and that: authorized resources flow in a timely fashion to carry out the activities; USAID activities are coordinated with related overall U.S., Afghan, and international efforts; and reviews are undertaken to consider adjustments to better meet objectives.

OPPD Budget Unit is responsible for coordinating production of the major summative program overviews, analyses, and reports including Annual Operational Plan, Mission Performance Management Plan, and background documentation for the Congressional Budget Justification, and managing and improving the Mission’s overall program budgeting and portfolio management support systems.

The Foreign Service National (FSN) Program Development Specialist (Budget) works with Donor Coordination Unit (DCU). The incumbent is the on-budget assistance team member in the DCU and reports to and be supervised by the Donor Coordinator or designee.

MAJOR DUTIES AND RESPONSIBILITIES:

On-Budget Assistance Tracking

Under the supervision of the Donor Coordinator (Team Leader), the incumbent serves as the on-budget assistance analyst with primary responsibility for keeping track of the Mission’s documents needed to ensure timely and adequate obligation of funds to On-Budget programs, mainly the Afghanistan Reconstruction Trust Fund (ARTF) and the New Development Partnership (NDP). On a daily basis, provides tracking of the Mission On-Budget procurement actions in accordance with each technical office’s approved procurement plan, and periodically reports on the status of
Mission On-Budget procurements to the OPPD Director and the Strategic Objective (SO) Team Leaders.

**On-Budget Program Implementation & Monitoring**

The incumbent works with OPPD Budget Unit and Office of Financial Management (OFM) to establish procedure for proper implementation of the On-Budget programs. Makes sure that obligation, sub-obligation and disbursement of these programs could be easily extracted from the Mission financial system (Phoenix). Takes initiative to identify budget issues and financial implementation problems, and reports them to his/her supervisor.

**Specific Duties:**

a. Takes responsibility for the accuracy of the Mission’s On-Budget program budget, monitors program budget planning and implementation in accordance with the requirements of congressional notification of funds and approved operational plan.

b. Maintains easily accessed electronic files and historical records on all Mission on-budget assistance tasks and reports. Tracks all on-budget related directives and earmarks using the Agency’s and State coding systems. Advises activity managers and COTRs/AOTRs on correct usage of Agency codes, on USAID’s budget guidelines and standards of quality for financial reporting, and provides relevant guidance on budget planning and financial reporting in the USAID Automated Directives System (ADS).

c. Coordinates preparation of on-budget assistance reports, briefers, briefing checklists, and other program office related duties. Performs other duties as required by the Supervisory Program Officer or the Donor Coordinator (Team Leader) to facilitate the management and implementation of the Mission’s on-budget program. This includes preparation of PowerPoint presentations and graphics (such as pie charts, flow charts and graphs) on the USAID on-budget program. Masters all skills needed to produce comprehensive budget tables and prepare budget presentation slides and budget reports.

d. Coordinates closely with the Controller’s Office on all issues relating to on-budget programs implementation actions. Drafts reports and prepares USAID/Afghanistan on-budget program information as requested by the Supervisory Program Officer or the Donor Coordinator for the USAID internal usage.

e. With concurrence of the Donor Coordinator, responds to requests for USAID on-budget assistance program information from the Government of Islamic Republic of Afghanistan (GIRoA), other counterparts and multi-lateral organizations. Serves as an on-budget liaison with the Ministry of Finance, and other Ministries for on-budget program support as appropriate.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**Education:** Master’s degree in Finance, Business Manage, Economics, Mathematics or statistics is required. (Education requirement must be met at the time of application for the subject position).

**Work Experience:** A minimum of four years of progressively responsible experience in development project budgeting, and/or financial management with a significant amount of experience gained from working in government and non-governmental agencies. (Work experience requirement must be met at the time of application for the subject position).

**Language:** Language Proficiency: Level IV (Fluent) speaking/reading of English and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability will be tested).
Knowledge: The nature of the position requires that the individual be highly knowledgeable of Afghanistan development assistance programs, policies and budgets. Demonstrated knowledge and understanding of the political situation and the public sector in Afghanistan, aid effectiveness and crosscutting issues, as well as the function and operation of foreign aid programs, particularly in the Afghanistan context, and in-depth familiarity with the development community are required.

Skills and Abilities: The candidate must have a demonstrated ability to work cooperatively. The candidate must be a team player and team builder. The candidate must have experience in working creatively and cooperatively with a wide range of U.S. and international colleagues from other countries. The employee will need to manage his/her workload on a daily basis. The incumbent will be responsible for the accuracy of the Mission’s On-Budget program budget, monitor on-budget program planning and implementation in accordance with the requirements of congressional notification of funds and approved operational plan.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a Subject line: Development Program Specialist (OPPD 1719).

ANY/ALL application submissions received after the closing date of February 27, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
2. Application for Employment as a Locally Employed Staff (DS-174)
   http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc
   http://www.state.gov/documents/organization/136408.pdf (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link http://www.acbar.org/applicationform. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
3. A current resume or a curriculum vitae

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

Ø Only short-listed candidates will be notified.
Ø This vacancy is open only to Afghan Nationals.
Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
Ø No in-person appointments or telephone calls will be entertained.
Ø Applications submitted as .RAR file will not be accepted by the system
Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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