



**Solicitation open to:** All Interested Candidates  
**Position Title:** Project Management Specialist (Regional Coordination)  
**Type of vacancy:** Multiple Positions  
**Opening date:** October 02, 2013  
**Closing date:** October 16, 2013  
**Vacancy announcement #:** USAID/306/14/01/OPPD  
**Work Hours:** 40 hours (Full time)  
**Position Grade:** FSN-10

USAID/Afghanistan is seeking individuals for the position of Project Management Specialist (Regional Coordination) in the Office of Program and Project Development (OPPD) Section.

#### **BASIC FUNCTION OF THE POSITION:**

The position serves as the in-house subject matter expert on Afghanistan's regional characteristics and key advisor on regional best practices and lessons learned. S/he is the primary interlocutor between the Mission in Kabul and USAID staff in field locations around the country. S/he manages a broad range of key activities including conducting in-depth analyses of past and existing programs and projects through a geographic lens and advising the Mission about applying lessons learned to current and future programming. S/he prepares analytical reports including recommendations on courses of action for addressing constraints and exploring opportunities for consideration by the USAID Mission. S/he is the Mission's representative at various forums on knowledge management and best practices.

The position leads the Mission's efforts in managing regional coordination activities. This includes maintaining the Mission's relationship with USAID and other U.S. Embassy field staff, promoting two-way communication between Kabul and field staff, deepening linkages among technical projects working in common geographic areas, engaging local partners in the regions, such as officials, civil society, and businesses, and coordinating with the Embassy's cadre of regional FSNs.

The incumbent will track regional developments in the press, cultivate linkages with local contacts outside of Kabul, including political leaders, journalists, other media figures, civil society, business leaders, and others, and coordinate closely with USAID technical offices in order to be thoroughly familiar with USAID programs in the regions. S/he is expected to advise the Mission on regional dynamics, including political, economic, social, and security issues as they relate to USAID projects. S/he will extract regional lessons learned from evaluations, final reports, audits, and other open source documents, and report the lessons to Mission leadership and technical offices in order to ensure that lessons are applied to future programming.

The incumbent collects regional information relevant to USAID programming and integrates it into the project cycle. S/he maintains and updates sector templates semi-annually and disseminates them to technical teams. S/he introduces templates at new staff orientations and ensures their use in project designs and portfolio reviews. Prior to each portfolio review, the incumbent facilitates region-based presentations for COR/AORs with regional projects, presenting on political dynamics, powerbrokers, economic data, social indicators, geographic uniqueness, and latest developments from the press. S/he integrates regional perspectives and best practices into project designs and increases the relevancy of evaluations by organizing project post-mortems in consultation with technical offices and the M&E unit. S/he extracts lessons relevant to current programming, disseminates them to the Mission, and formalizes their

use in new project designs. The incumbent will also carry out other related duties as assigned.

#### **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Incumbent must have a Bachelor's degree in a relevant field such as public administration, international development, political science, sociology or other related social sciences or liberal arts field.

**Experience:** The incumbent must have at minimum of 5 years of relevant experience in the implementation and/or management of development activities/projects of which three years in the area of international aid in a developing country, development assistance work, or related work for donors, GIRoA, the World Bank, or other private institutions.

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

**Knowledge, Abilities and Skills:** The incumbent must have expert knowledge of the context of international aid and strong knowledge of Afghanistan's regions. In-depth knowledge of USG programming, policies, regulations, and methodologies is desirable. S/he must have extensive knowledge of the operations of development activities in Afghanistan.

The candidate should have comprehensive knowledge of good governance concepts, principles, practices and standards; the role of civil society, constitution, laws and policies of the Afghan Government, and a detailed understanding of GIRoA's financial planning, formulation, and execution. The incumbent is required to have the ability to establish and maintain contacts with high-level GIRoA officials and influential persons, grantees, civil society, and private sector leaders

#### **HOW TO APPLY**

Applicants must submit a complete application package which includes all required documents to [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: (OPPD1401)**.

**ANY/ALL application submissions without the required documents and after the closing date of October 16, 2013 will not be considered**

#### **REQUIRED DOCUMENTS:**

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Universal Application for Employment as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](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 provides the same information found on the UAE;**

**(We understand that not all applicants are able to down load 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 only open 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 **Women are encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**