



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

USAID/Afghanistan is seeking an individual for the position of Project Management Specialist in Regional Command North (RC-North).

BASIC FUNCTION OF THE POSITION:

The Project Management Specialist will be second-in-charge of the USAID field Office and will report to the Field Program Officer (FPO). PMS should be ready to serve as head of office during any absence of FPO. Responsibilities will include working with the FPO to execute USAID strategy and operations within the PRT's AOR to include representation to local government and communities, enabling the success of nationally-run USAID programs, and possible supervision of one Foreign Service National (FSN). The Project Management Specialist will also support the PRT itself by advising and interacting with other agencies within the PRT as well as the local government and communities. The Project Management Specialist may have responsibilities to the USAID Mission that are accounted for indirectly through the Field Program Manager in Kabul. Finally, if the Field Office does not have an Administrative Officer, Project Management Specialist may be asked to fulfill these duties.

1. Attend relevant regional meetings to develop contacts, gather information, and represent USAID, the government of Afghanistan, military, other donor agencies, and non-governmental organizations. Advise and mentor local government officials on technical and sectoral issues. Ensure local government awareness, participation, and ownership of PRT and USAID programs and plans.
2. Maintain database of all USAID activities in area of responsibility. Meet regularly with USAID Implementation partners and contractors to discuss program progress, address any problems or concerns and provide oversight as designated/delegated by USAID. Write reports and provide guidance and recommendations to USAID management and technical offices on issues such as new developments, problems, constraints or issues related to the political, social and economic situation in AOR. Work with technical officers to ensure Monitoring & Evaluation (M&E) of all USAID Kabul programs and projects is accurate and useful — either by performing M&E directly, contracting engineer(s) to perform M&E, or working closely with third party M&E partners..
3. Each field office has a budget of approximately \$1-\$4 million per year for small projects to be carried out by a Quick Impact Program (QIP) implementing partner. Serve as daily manager of QIP, taking direction from the FPO and the Program Manager in Kabul. Select projects and programs, ensure adherence to sound development principles, implementing and monitoring projects, and provide guidance as necessary to local implementer of QIP.

4. Serve as Field Office Public Affairs Officer. Ensure Field Office is monitoring all significant milestones in USAID programs and projects. Ensure maximum exposure of local government and USAID at these events to the local, national, and international press. Ensure USAID Kabul Office of Public Affairs is aware of events and receives press releases. Obtain all reports and materials produced by local and international organizations, including those available on the Internet that are pertinent to the AOR. Analyze and conduct field trips to ground truth information contained in the reports of the above organizations as appropriate or requested.
5. Responsible for training all field office staff and PRT personnel as needed in sound development practices, USAID policies and Procedures, and other knowledge required to operate successfully in the local context.
6. Thorough knowledge of basic development principles, program and activity (project) development. Knowledge of USAID's programming policies and practices, including managing for results, use of strategic objective teams, results framework, and performance monitoring and reporting. Knowledge of Agency policies, procedures and directives related to strategy development, activity (project) development, approval, procurement, implementation (e.g. statutory requirements, required analyses), performance monitoring, and activity and program close-out. A demonstrated knowledge of development work, management procedures, budgetary and procurement processes in a developing country context is required. Sound, experience-based knowledge of development and the implementation of foreign assistance programs is desired. A sound understanding of political, economic and development realities of the region is preferred.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Incumbent must possess a Bachelor's degree in the field(s) of: engineering, business administration, economics, management, international relations, international development, international business, or a related social science or liberal art field.

Experience: Incumbent must have a minimum of three years progressive project management experience or expertise in sectoral and/or technical areas to include democracy and governance, rural economic development, community engagement, OR experience in project design, implementation, and management in an international context, or a similar amount of experience working in closely related activities that would have provided the applicant with an understanding of program implementation. Professional experience in working with military in emergency, post-conflict, or transition environments and prior experience working in Afghanistan is desirable.

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

Knowledge, Abilities and Skills: Incumbent needs to have a demonstrated ability to exercise significant professional judgment related to program and activity design, operational problems and issues requiring strategy development, policy decisions, innovative solutions, and/or options to enable practical resolution. Ability to make contacts, work with teams, take action, and make on-the-spot decisions that are necessary to guide, support and complete development activities across a broad range of technical specialties. A demonstrated ability to function with minimal supervision. Ability to achieve results through maintaining a positive attitude despite lack of support, institutional resistance, and/or a harsh and often environment is needed.

Incumbent must have the ability to organize, analyze, interpret and evaluate information regarding infrastructure facilities and services including mining, hydrocarbons, power generation, transmission, and distribution, natural resources, vertical structures, and transportation. Ability to assume project management of engineering projects and to manage contractors to complete that work. Ability to communicate (orally and in writing) clearly, concisely and effectively with all levels of personnel, both within USAID and outside. Ability to function as part of a team and familiarity with Microsoft Office suite including MS Project is required. The incumbent must have displayed an ability to work collaboratively in teams, build consensus, and effectively coordinate with external actors in a multi-cultural setting; a demonstrated ability to develop good working relationships with a wide range of different individuals, i.e. especially military officials, mid-level

officials in host governments, representatives of other donor agencies, leaders in the NGO community, and occasional high-level dignitaries is essential.

HOW TO APPLY

Applicants must submit a complete application package which includes all required documents to AfUSAIDJobs@state.gov with a **Subject line: (RCN1402)**.

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://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 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 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**