



**Solicitation open to:** All Interested Candidates  
**Position Title:** Project Management Specialist (Infrastructure)  
**Type of vacancy:** Multiple Positions  
**Opening date:** October 02, 2013  
**Closing date:** October 16, 2013  
**Vacancy announcement #:** USAID/306/14/05/OEGI  
**Work Hours:** 40 hours (Full time)  
**Position Grade:** FSN-10

USAID/Afghanistan is seeking an individual for the position of Project Management Specialist (Infrastructure) in the Office of Economic Growth and Infrastructure (OEGI) Section.

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

Incumbent plays a lead role in developing USAID projects in designated infrastructure disciplines, including water, energy, roads and vertical structures, and monitors work progress and prepares reports and other key documents for the OEGI Infrastructure Division Chief, program team leaders, and the Office Director. This is a mid-level professional position. The incumbent plays an important technical role in the design, analysis, project development and management and data collection for USAID/Afghanistan designated infrastructure activities.

The incumbent establishes professional contacts and develops and maintains cordial working relationships with mid-level officials in both the public and private sectors, including GIRoA officials, industry and business representatives, consultants, non-governmental organizations (NGOs) and other donor agencies.

In this capacity s/he has specific project development and management responsibilities. Working under direct supervision of the OEGI Infrastructure Division Chief or one of the project team leaders, the incumbent serves as a project manager for one or more key infrastructure activities under OEGI's portfolio to include but not limited to:

- Assist in designing USAID infrastructure projects that meet Mission priorities, goals and objectives; design and direct OEGI strategies in capacity building, technical assistance, and training initiatives to advance and facilitate designated sector initiatives based on previous experience, review of existing USAID programs and those of other donors, and in consultation with GIRoA officials, other donors and other organizations; and
- Communicate infrastructure programs goals and acquires and delivers relevant narratives, data, and reports regarding the progress of activities and programs.
- Incumbent will be required to review contracts/agreements in consultation with OAA and providing guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets. Incumbent will also be participating in a variety of technical analysis; developing cost estimates, design criteria, institutional capacity assessments, equipment requirement projections, and training needs.

## QUALIFICATIONS REQUIRED:

**Education:** The incumbent must possess a Bachelor's degree in engineering (civil, mechanical, electrical, energy, industrial, hydropower, structural and/or construction), construction management, program management or related field.

**Experience:** A minimum of three years of progressively responsible experience in engineering (civil, mechanical, electrical, energy, industrial, hydropower, structural and/or construction), construction management, or project management is required.

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

**Knowledge, Abilities and Skills:** The incumbent must be able to demonstrate knowledge of civil engineering, particularly in the Afghanistan context, and a clear understanding of the policy, regulatory and organizational issues that are involved in various sectors related to infrastructure.

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 and ability to communicate (orally and in writing) clearly and concisely with all levels of personnel, within USAID and outside. Incumbent must also have good interpersonal skills as part of a team and competency in using MS Office suite.

## HOW TO APPLY

Applicants are required to submit a complete application package which must include all required documents to [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: (OEGI 1405)**.

**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.**

USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY