



Solicitation open to: All Interested Candidates
Position Title: Project Management Specialist
Type of vacancy: Multiple Positions
Opening date: October 22, 2013
Closing date: November 05, 2013
Vacancy announcement #: USAID/306/14/06/RC-West
Work Hours: 40 hours (Full time)
Position Grade: FSN-10

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

BASIC FUNCTION OF THE POSITION:

The Project Management Specialist (PMS) will work out of Regional Platform – West (RP-W) in Herat and will report to the Senior Development Officer (SDO) or his/her designee. Responsibilities will include working with the SDO and his/her designee to execute USAID strategy and operations within RP-W's mandate, which includes representation to local government and communities, enabling the success of nationally-run USAID programs, support the development and execution of whole-of-U.S. Government programs and initiatives, and other new activities that may be developed at RP-W. The Project Management Specialist will also support other USAID regional technical offices by interacting with them and advising them on an ad hoc basis. PMS should be ready to serve as head of office during any absence of the senior PMS. The Project Management Specialist may have responsibilities to the USAID Mission that are accounted for indirectly through the Contracting Officer's Representative or Agreement Officer's Representative in Kabul.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Attend relevant regional meetings to develop contacts, gather information, and represent the U.S. Government, including USAID, before the government of Afghanistan, 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 USAID programs and plans.
2. Manage information management databases, templates, processes, procedures, and conventions that are located in the Herat field office. Maintain database of all USAID activities in area of responsibility and send information to the centrally managed Afghan Info database. Meet regularly with USAID implementing partners and contractors to discuss program progress, address any problems or concerns and provide oversight as designated or delegated by USAID. Write reports and provide guidance and recommendations to USAID management and technical offices on new developments, problems, constraints or issues related to the political, social, and economic environment in RP-W.

3. Ensure that the Herat field office is monitoring all significant milestones in USAID programs and projects. Work with technical officers to ensure that the monitoring and evaluation (M&E) of all USAID/Afghanistan programs and projects is accurate and useful, either by performing M&E directly, or by working closely with third-party M&E partners. Analyze and conduct field trips to ground truth information contained in the reports of USAID implementing partners and other organizations as appropriate or as requested.
4. Ensure maximum exposure of local government and USAID at these events to the local, national, and international press. Notify the USAID Development Outreach Coordinator and the U.S. Department of State Public Affairs Office about events and ensure that these offices receive press releases and other relevant public relations material about USAID projects. Obtain all reports and materials produced by local and international organizations (including those available on the Internet) that are pertinent to the COR and/or the AOR.
5. Train all office staff and other U.S agencies' personnel as needed in sound development practices, USAID policies and procedures, and other knowledge required to operate successfully in the local context.

QUALIFICATIONS REQUIRED:

Education: Incumbent must possess a Bachelor's degree in: business administration, economics, management, international relations, international development, international business, information technologies, or related field.

Experience: Incumbent must have a minimum of four years of progressive responsible experience in project management or expertise in sectoral and/or technical areas to include democracy and governance, rural economic development, private sector development, social sector (education and health) 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 a good understanding of program implementation.

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

Knowledge, Abilities and Skills: 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.

Incumbent needs to have demonstrated the ability to exercise significant professional judgment related to program and activity design; operational problems; and issues requiring strategy development with a demonstrated ability to make contacts, work with teams, take action, and make immediate decisions that are necessary to guide, support and complete development activities. The incumbent must be able to function with minimal supervision. Ability to achieve results through maintaining a positive attitude despite the lack of support, institutional resistance, and/or a harsh environment is required. Ability to communicate (orally and in writing) clearly, concisely and effectively with all levels of personnel, both within USAID and with counterparts. It is essential is a demonstrated ability to work well in a gender-integrated environment with employees of varying expertise and rank.

HOW TO APPLY

Applicants are required to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (RCW1406)**.

ANY/ALL application submissions after the closing date of November 05, 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