



Solicitation open to: All Interested Candidates
Position Title: Project Management Specialist (Democracy & Governance)
Type of vacancy: Multiple Positions
Opening date: October 22, 2013
Closing date: November 05, 2013
Vacancy announcement #: USAID/306/14/08/ODG
Work Hours: 40 hours (Full time)
Position Grade: FSN-10

USAID/Afghanistan is seeking individuals for the position of Project Management Specialist in the Office of Democracy & Governance (ODG) Section.

BASIC FUNCTION OF THE POSITION:

Under the general supervision and technical guidance of the Democracy and Governance Office Director, Deputy Director, and/or Technical Team Leader, the employee serves as a program manager, Contracting/Agreement Officer Representative and the mission's professional specialist. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country.

The incumbent is also responsible for designing, managing and evaluating multi-million dollar USAID initiatives promoting democracy and governance that are politically viable, cost effective, and respond effectively to areas of greatest need and potential. As such, the employee must be knowledgeable about and committed to the role democracy and governance plays in a democratic system and must be effective in obtaining the willing agreement, cooperation and support of relevant counterparts in the country. Counterparts include, but are not limited to, U.S., international, and indigenous private voluntary organizations (NGOs/PVOs); international donors; Afghanistan government officials, especially those responsible for elections administration and legal professionals.

A. PROGRAM/PROJECT DESIGN AND MANAGEMENT:

Manages assigned democracy assistance activities or selected components of complex democracy projects, which are underway in the country. Prepares the scope of work and illustrative budget for new and follow-on activities, evaluations, and other related efforts. Reviews and comments on technical and cost proposals and work plans by prospective and existing implementing partners. Prepares and/or reviews specifications for commodity procurement. Monitors performance through site visits, written reports, management of a third party monitoring mechanism, and regular communication with implementers and recipients. Identifies delays and problems with democracy projects and formulates pragmatic solutions. Documents findings and follow-up actions in monitoring reports. Researches and provides implementers with information or appropriate guidance on USAID regulations and how to comply with them. Monitors project accruals and disbursements. Prepares authorizations for signature of responsible superiors Consistent with the overall Mission strategy, the incumbent independently cultivates/maintains contacts and dialogue with international donors, local

partners, Afghan government officials as well as non-governmental organizations (NGOs) groups in the country. The dialogue with these contacts will be used by the employee to monitor the legal and political environment for democracy and when appropriate, to advocate reforms in polices to strengthen democracy and to curtail good governance. Within the framework of guidelines provided by the Democracy Officer, conducts negotiations with relevant counterparts in Afghanistan regarding the design, development and implementation of Democracy and Governance activities and programs, and the types and amounts of support to be provided by each party.

B. MISSION STRATEGY:

Incumbent assists the Democracy Officer in reviewing all mission activities for compliance with U.S. laws, USAID regulations and policies, international law, and bilateral international agreements between the U.S. Government and host country government. Analyzes the policy documents of government and non-governmental organizations of Afghanistan and other donors operating in the country to identify “targets of opportunity” for future USAID interventions in support of democracy and good governance in order to minimize duplication of efforts. On the basis of USAID policy and program objectives, prepares technical and policy analyses to evaluate trends in the development of democratic culture--the USAID Mission’s Democracy and Governance objective. Contributes directly to the drafting of annual and semi-annual performance reviews, notifications to Congress, and other required reports as assigned. Drafts technical justifications for new activities and for changes to ongoing activities and programs.

C. COUNTRY ANALYSIS AND PROGRAM REPORTING:

Analyses and reports on aspects of democracy assistance activities in Afghanistan relating to democracy and good governance. Using published and unpublished sources, and, where necessary, conducting research of a qualitative and/or quantitative nature, assesses the impact of new developments and interventions regarding democracy assistance in assigned areas. On the basis of contacts and research findings, the incumbent advises ODG staff on program and project strategies and technical approaches, analyzes the policy statements and plans of the government and non-governmental organizations of Afghanistan and other donors operating in the country to inform USAID programming. Contributes to the drafting of annual and semi-annual performance reviews, notifications to Congress, briefing memoranda and other required reports, as assigned. May serve as site officer or control officer for site visits by senior U.S. Government officials. As requested, briefs officials from the United States and Afghanistan along with contractor representatives on the state of democracy development, needed reforms, and needed counterpart actions, constraints and other related issues. Participates as a full member of the D&G office. Participates in strategy and program reviews. Comments on other activity managers’ project documents, as requested. Drafts and solicits comments from other members for their consideration and approval. Drafts technical justifications for new activities and for changes to ongoing activities and programs.

QUALIFICATIONS REQUIRED:

Education: (20 points) A bachelor’s degree in political science, law, public policy and administration, international development, journalism, democracy and human rights, or economics is required.

Experience: (30 points) Four years of relevant work experience such as elections monitoring, civil society advocacy, community development, donor assistance, political party activity, Afghan Government national provincial and local government agencies, which demonstrates knowledge about the local conditions and capacities of Afghanistan, and/or experience in another field, which demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and project management efforts is required. Prior work experience with an international firm or donor agency, especially in a position that focused on elections administration is highly desirable.

Language: (10 points) Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari or Pashto is required.

Knowledge, Abilities and Skills: (40 points) A thorough knowledge and understanding of the political situation and the legal sector in Afghanistan is necessary. Contacts with appropriate governmental officials and non-governmental professionals are essential. This must be complemented by a good understanding of 1) the economic, political, and cultural characteristics, 2) the social problems, resources, and development prospects/priorities, and 3) the electoral framework of Afghanistan, including relevant laws and regulations. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance.. The incumbent must have ability to obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain contacts with senior-level Ministerial officials of the Afghan government and with important persons in the non-governmental arena in order to explain and defend USAID project and program policies, objectives and procedures and to transmit and interpret host country government and non-governmental sector attitudes and concerns to senior USAID officials.

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: (ODG1408)**.

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 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