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AFGHANISTAN

Solicitation open to: All Interested Afghan Nationals
Position Title: Project Management Specialist (Economic Growth)
Type of vacancy: Multiple Positions
Opening date: October 29, 2013
Closing date: November 13, 2013
Vacancy announcement #: USAID/306/14/09/OEGI
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 Economic Growth (OEGI) Section.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as a Project Management Specialist for the Office of Economic Growth and Infrastructure (OEGI), one of four technical offices in USAID/Afghanistan. Working under the overall supervision of the Economic Growth Division Chief, the incumbent is responsible for a full range of project management responsibilities in the area of economic governance and/or private sector development. In this capacity, s/he performs a variety of complex functions related to research, planning, programming, reporting, activity monitoring, analytical and management duties to support implementation and coordination of economic development assistance projects and programs.

The incumbent will manage one or more projects within OEGI's Economic Growth (EG) portfolio, providing day-to-day guidance and direction to the contractor/implementing partner and their staff. The incumbent also serves as a professional assistant and advisor to OEGI staff on related projects. As such, the candidate must be effective in facilitating the agreement, cooperation and support of public officials and private sector representatives in Afghanistan. Counterparts include mid-level Afghan, US, and foreign government officials, representatives of other donor organizations such as the World Bank, the European Commission, the United Nations, other bi-lateral and multi-lateral donors, USAID implementing organizations, and representatives within the trade, financial, and private sectors.

As the Project Management Specialist, the incumbent will serve an alternate Contracting Officer Representative (COR) and/or alternate Agreement Officer Representative (AOR) for one or more EG programs in the areas of economic governance and/or private sector development. S/he will be required to support and coordinate with AORs/CORs in OEGI and the Mission to ensure optimal programming and management of economic development activities. As a secondary function, the incumbent serves as a main point of contact for EG Monitoring and Evaluation (M&E) tasks. This position is thus responsible for planning, coordinating evaluating, monitoring, and reporting on major OEGI economic development assistance projects and programs as needed.

Advise and supports one or more economic project projects/programs, including detailed information gathering, project design, and management. The position requires initiative and the exercise of independent judgment in activity planning and the identification of problems and required follow up actions. The incumbent interacts with project managers of several contractors, advisors, and identified host country counterparts and manages projects from

inception to completion, and is responsible for all facets of project design and development, including information gathering, needs assessments, feasibility studies, drafting of concept papers and scopes of work, project budget formulation, and evaluation of bids for major projects and programs.

The incumbent's responsibilities for project and program monitoring and evaluation, leads efforts to coordinate M&E activities for EG projects.; prepares scopes of work for projects and evaluation teams;

Reviews project reports, conducts site visits, and engages in written and oral communications with project participants and contractors. Incumbent will also be required to provide support to the Mission and US Embassy in tracking implementation, and the identification and resolution of a variety of challenges and institutional issues that impact implementation efforts, both negatively and positively.

Program Strategy Representation

Incumbent is required to exercise well-developed interpersonal and managerial skills, sound judgment, and the ability to develop credible relationships within USAID and with Afghan government counterparts;

participates as designated representative for OEGI in meetings. Provides technical input on various issues concerned; interacts with key Afghan ministries, counterparts, and project implementation partners and maintains an up-to-date understanding of Afghan Government priorities and objectives in the areas of economic governance and private sector development.

QUALIFICATIONS REQUIRED:

Education: A Bachelor's degree in Business Administration, Economics or other relevant field is required. **(15 points)**

Experience: A minimum of four years of progressively responsible, relevant work experience, which demonstrates increased responsibility for managing, analyzing, coordinating, and designing economic development projects is required. **(35 points)**

Language: Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required. **(15 points)**

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 the ability to organize, analyze, interpret and evaluate data relevant to economic growth projects and programs; ability to communicate clearly, concisely and effectively with all levels of personnel, both within USAID and outside; ability to prepare informative written reports and presentations for various purposes.; ability to function as part of a team and proficiency in using MS Office Suite. **(35 points)**

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: (OEGI1409)**.

ANY/ALL application submissions after the closing date of November 13, 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**