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**AFGHANISTAN**

**Solicitation open to:** All Interested Afghan Nationals  
**Position Title:** Project Management Specialist (Capacity Building)  
**Type of vacancy:** Multiple Positions  
**Opening date:** November 3, 2013  
**Closing date:** November 17, 2013  
**Vacancy announcement #:** USAID/306/14/13/OAG  
**Work Hours:** 40 hours (Full time)  
**Position Grade:** FSN-10

USAID/Afghanistan is seeking an individual for the position of Project Management Specialist (Capacity Building) in the Office of Agriculture (OAG) Section.

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

The position is a Senior FSN Agricultural Development Project Management Specialist in the National Capacity Building Team (NCBT) of the Office of Agriculture. The incumbent reports to the Team Leader for National Capacity Building, a USDH Agricultural Development Officer. The incumbent provides broad spectrum of advisory, evaluative, analytical, strategic, programmatic and intellectual leadership in matters related to national capacity development in agricultural education, research and extension. S/he will serve as a senior national capacity development expert and a specialist in the field for the National Capacity Building Team. S/he will provide management oversight for the Missions' Strengthening Afghan Agricultural Faculties (SAAF) program with a budget of \$31.19 million over five years and may serve as an Activity Manager for the Afghan Agricultural Research and Development (AGRED) program with a budget of \$65 million over five years.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Provide management oversight for the current, and planning and preparing new, USAID/OAG/NCBT programs, designed to strengthen afghan agricultural faculties under the Ministry of Higher Education (MOEH).
2. Close coordination and regular consultation with counterparts at the Ministry of Agriculture, Irrigation and Livestock (MAIL). Particularly the Departments of Research and Extension in support of the AGRED program and implementation of on-budget mechanisms for the program.
3. Work closely with other members of the National Capacity Building Team and the Monitoring and Evaluation (M&E) Team within USAID's Office of Agriculture to define and report on results from investments in agriculture activities designed to increase professional capacity of MAIL staff and research and extension services.
4. Advise Mission and OAG/NCBT management and technical staff on, possible programmatic problems or concerns related to internal and external factors, public policies, and other significant factors that may adversely affect successful implementation of NCBT programs and projects and recommend possible mitigating factors and/or potential solutions.

5. Monitor the progress and achievements of national capacity development programs involving Afghan Agricultural Faculties for consistency and alignment with the Agency and GIROA capacity development goals and objectives they support.
6. On behalf of the NCBT, lead and facilitate information management and communications with internal and external constituencies and stakeholders.

#### **QUALIFICATIONS REQUIRED:**

**Education:** The position requires a Bachelor's degree in agricultural sciences, institutional and human resources capacity development, business Administration, economics or related social sciences fields.

**Experience:** Minimum of four years of progressively responsible experience in agriculture development; agricultural teachings, research, extension and education; rural development; administration; capacity development; business management; or humanitarian assistance is required.

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

**Knowledge, Abilities and Skills:** A strong grasp of the policy, technological, cultural, social, political and institutional factors constraining the development of the agriculture sector and the public and private sector capacity to address them. A strong grasp of policy, institutional and human capacity issues constraining the private and public sector agricultural teaching and education service delivery and its consequences on sector production and productivity is required. Ability to assume the initiative and work independently with minimum or no supervision and acuity in managing USAID-financed projects; ability to establish and maintain contacts and networks with USAID contractors, grantees, clients, counterparts in relevant host-government and private sector organizations to effectively lead and manage NCBT programs; ability to analyze USAID agreements, communicate their terms and conditions, review and critique related work plans and deliverables to ensure conformance; ability to work under pressure and produce results quickly, being sensitive to USAID relationships with other donors, the Embassy, PVOs, and private and public organizations in working with them; and strong interpersonal skills for dealing with diverse professional and support staff. Proficiency in effective use and application of word processing, spreadsheet, project management, statistical packages, communication, and operating system software is required.

#### **HOW TO APPLY**

Applicants are required to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: (Project Management Specialist (Capacity Building) - OAG1413).**

**ANY/ALL application submissions after the closing date of November 17, 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 (UAfE) 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 UAfE;**

**(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.**

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