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AFGHANISTAN

Solicitation open to: All Interested Afghan Nationals
Position Title: Project Management Assistant (Gender and Participant Training)
Type of vacancy: Single Position
Opening date: November 03, 2013
Closing date: November 17, 2013
Vacancy announcement #: USAID/306/14/14/OPPD
Work Hours: 40 hours (Full time)
Position Grade: FSN-08

USAID/Afghanistan is seeking an individual for the position of Project Management Assistant (Gender and Participant Training) in the Office of Program and Project Development (OPPD) Section.

BASIC FUNCTION OF THE POSITION:

The Project Management Assistant/Participant Training Coordinator (PMS/PT) position is located within the Gender Unit of the Office of Program and Project Development (OPPD) for USAID/Afghanistan. The incumbent will serve as the participant training coordinator providing general services implementation support and oversight in all facets of the Participant Training program in collaboration with the Contractor Officer's Representative (COR); and provide overall support to the Gender Unit within OPPD.

Incumbent directs the Mission's TraiNet operators by offering guidance, coaching and support on policy and procedural concerns; support USAID's implementing partners on matters pertaining to participant training, as requested, to ensure that proper procedures are followed; administers English language proficiency examinations for U.S. trainings, arranging the TOEFL as needed and certificates, as appropriate; provides support to the Gender Unit in coordinating their work as a Project Management Specialist. The PMS/PT works to help ensure that gender and other cross-cutting considerations are integrated appropriately across all Mission programs. S/he supports Strategic Objective "Cross-cutting Initiatives," providing a variety of administrative and programmatic assistance. In support of the Gender Unit's activities, s/he closely coordinates planning and implementation with the Assistance Objective teams, composed of USAID staff, technical assistance contractors, grantees and recipients, as well as Mission Program Managers and stakeholders across the Mission's portfolio. The incumbent also meets with other donors, the Ministry of Women's Affairs, the Ministry of Youth and Culture, and other relevant ministries, as well as target beneficiaries to help review proposed initiatives, address cross-cutting issues that arise during implementation, monitor progress, and recommend modifications as necessary.

Incumbent will also provide a detailed follow-up on memos, internal acquisition and assistance documents, taskers, briefers, and other office documentation/correspondence; develop a filing system and maintains documents in accordance with the ADS 502 Project File Disposition Schedule. Incumbent provides professional customer service to internal and external clients seeking information about USAID's gender/cross cutting issues policies and activities. Provides logistical and administrative support for visitors and short-term consultants to the Mission. Helps guide technical offices and OPPD in the selection of participants and follow-up steps to ensure that the training efforts achieve results and contribute to the strategy. Makes recommendations to improve the effectiveness of the Mission's training programs and insures that USAID-funded training activities and results have been accurately documented, including preparing or contracting evaluations of training impacts and costs, as requested. Responds to public inquiries

on USAID participant training-related matters. Incumbent participates in data gathering and analysis and accurately summarizes findings and conclusions verbally or in writing appropriate to the audience. Participates in monitoring and evaluation activities, to include travel within Afghanistan, as appropriate. Provides guidance and technical and administrative advice on all matters pertaining to USAID participant training policies, procedures and requirements. Confers with USAID/Washington on policies and procedures and implementing modifications to the Mission's participant training regulations or procedures, as needed. Guides the processing of all USAID-funded trainees by coordinating, registering and reporting on all USAID-funded participant training activities. Interfaces with Consular staff and trainees on visa matters.

QUALIFICATIONS REQUIRED:

Education: Completion of Secondary School and completion of at least 2 years of college education in social science, humanities or liberal arts (with certificate of completion) is required.

Experience: A minimum of two years of progressively responsible administrative and organizational experience in and English speaking office environment. At least one year or work experience in international development working of a foreign donor, development project implementer, or foreign company is highly desirable.

Language: Level III (Good working knowledge) speaking/reading/writing of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

Knowledge, Abilities and Skills: Familiarity with development issues and ability to become acquainted with USAID's overall strategy, policies and regulations and business processes; broad understanding of the nature and goals of sector programs in Afghanistan; comprehensive knowledge of host country programs, policies and regulations pertaining to foreign assistance in the field of participant training is required.

Ability to learn quickly and work with a minimum of immediate supervision ability to recognize and prioritize multiple tasks in a demanding, constantly changing environment, ability to recognize potential problems and has the tenacity to follow-up on action items is needed. Excellent communication and interpersonal skills to diplomatically handle and understandable respond to queries from internal and external customer, ability to work in a team oriented environment and take a positive can do approach is required. Incumbent must also have 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 afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (Project Management Assistant (Gender and Participant Training) OPPD1414).**

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 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**