



<b>Solicitation open to:</b>	<b>All Interested Afghan Nationals</b>
<b>Position Title:</b>	<b>Project Management Assistant</b>
<b>Type of vacancy:</b>	<b>Single Position</b>
<b>Opening date:</b>	<b>November 19, 2013</b>
<b>Closing date:</b>	<b>December 04, 2013</b>
<b>Vacancy announcement #:</b>	<b>USAID/306/14/16/OPPD</b>
<b>Work Hours:</b>	<b>40 hours (Full time)</b>
<b>Position Grade:</b>	<b>FSN-08</b>

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

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

The incumbent will be assigned to the USAID/Afghanistan – Office of Program and Project Development (OPPD). OPPD comprises three major divisions: Strategy and Regional Coordination; Program Budget and Project Development; and Monitoring and Evaluation and Gender. OPPD also includes a small Government-to-Government section that is responsible for coordinating all activities working directly with the Government Islamic Republic of Afghanistan (GIROA). The Strategic Planning and Coordination Division has a broad mandate for strategy development, coordination with the Regional Platforms, GIROA, and other donors. The Program Budget and Project Development Division is assigned the responsibility for the management of the Mission Budget and all new Project Designs and Amendments. The Monitoring and Evaluation and Gender Division in OPPD is responsible for managing evaluations of projects, monitoring project performance, and managing the Mission's Gender and Participant Training programs.

As a member of the Project Development Team, the Project Development Assistant provides support to the team in the preparation of design documents – Concept Papers, Project Appraisal Documents, and Project Authorizations for new projects as well as modifications to the on-going projects. The Project Development Assistant will work in close coordination with the senior Project Development colleagues in the Division. The incumbent is expected to serve as a member of one or more Project Committees comprising representatives of various Mission offices to include the Office of Financial Management, Regional Legal Office, Office of Acquisition and Assistance and others as appropriate. As the OPPD representative on the Project Committee, the incumbent is expected to ensure that the design work is carried out in accordance with the Agency and Mission guidance.

1. Incumbent backstops one or more technical offices and remains in continuous contact and consultation with the assigned office(s); assumes responsibility for coordinating the OPPD response on all documentation and actions on which the input, advice and clearance of the Office is sought. Keeps abreast of all developments in the assigned office and the OPPD leadership informed of all significant developments.
2. Incumbent will serve as a PDA on the Project Committee(s) in the assigned sector/office. In collaboration with the responsible technical officer, shares the responsibility for coordinating each project design from its inception to its completion.
3. Incumbent teams up with the technical officer in convening Project Committee meetings on a regular basis to collectively plan who is to do what and when, reviews progress to discuss and

resolve issues as these emerge during the course of a design; and tracks and reports progress on a continuing basis. The incumbent alerts OPPD leadership to challenges being faced and seeks support and guidance for their timely resolution. The incumbent also contributes to the formulation of a Mission-wide design schedule and assists in keeping the tracking system current.

4. Incumbent assumes drafting responsibility for one or more analyses/aspects of the project design, as agreed with other members of the Project Committee; ensures the review and inputs of OPPD's multiple sections/expertise, such as the Budget, Monitoring and Evaluation, Gender and others, are incorporated into each design; and works, in collaboration with the technical officer, with other members of the Project Committee to ensure that the analytical requirements and standards – financial, legal, acquisition and assistance as well as others – are fully satisfied and met before a design document is approved by the Project Committee for presentation to the Mission Review Committee.
5. As a member of the OPPD team the incumbent participates in portfolio reviews, strategy and coordination, monitoring and evaluation, budgetary matters, coordination with GIRoA and other donors as well as other activities as warranted. Incumbent will be participating in both internal and external meetings with USAID staff, implementing partners, contractors, grantees, and NGO's, and will provide logistical and administrative support for short-term consultants including assistance during the consultancies.

#### **QUALIFICATIONS REQUIRED:**

**Education:** A Bachelor's degree in Development Studies, Sociology, Political Science, Education, Social Science or a related social science field is required.

**Experience:** A minimum of two years of progressively responsible experience with an Afghan or international (bi-lateral or multi-lateral) development entity involving project programming, development, implementation, and/or monitoring and evaluation is required.

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

**Knowledge, Abilities and Skills:** Strong knowledge of principles of project development and logical frameworks, ability to rapidly and critically read and analyze documents in English, knowledge of implementation of projects, including monitoring and evaluation, as well as financial planning, is needed. A working knowledge of at least one development area such as health, education, human rights, and/or governance – the concepts, principles, techniques, and practices – is desired. A good knowledge of Afghanistan's economic, political, social, and cultural characteristics, development prospects, potential, priorities, and resources is a big plus. Knowledge of, or potential to acquire understanding of programming, project design and implementation policies, procedures, and documentation pertaining to development assistance is essential.

The ability to establish rapport and maintain contacts with officials in technical and support offices within USAID, midlevel officials in GIRoA, NGOs and the private sector is necessary. The ability to explain USAID project design guidance, its policies, practices, analytical and documentation requirements to officials within USAID and its stakeholders outside is important. The ability to perform any of the mandatory analysis and formulate non-technical aspects/sections of a design document is desired. The skill to organize and present aspects of a project design into appropriate written and/or oral formats is preferred. Computer word processing (MS Word) and spreadsheet (MS Excel) skills as well as knowledge of use of email functions (MS Outlook) are 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 Assistant (OPPD1416)**.

**ANY/ALL application submissions after the closing date of December 04, 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 (UAE) 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 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.

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