



Solicitation open to: All Interested Afghan Nationals
Position Title: Project Management Specialist (Natural Resources Management)
Type of vacancy: Multiple Positions
Opening date: November 28, 2013
Closing date: December 12, 2013
Vacancy announcement #: USAID/306/14/21/OAG
Work Hours: 40 hours (Full time)
Position Grade: FSN-10

USAID/Afghanistan is seeking individuals for multiple positions as Project Management Specialist (Natural Resources Management) in the Office of Agriculture (OAG).

BASIC FUNCTION OF THE POSITION:

The Project Management Specialist provides expert advice and support USAID/Afghanistan in developing, planning, implementing, managing, and monitoring the Mission's agricultural water and irrigation programs. The Incumbent must have experience and technical knowledge in irrigation, natural resources management, be familiar with USAID or other donor procedures and processes, have the ability to liaise and work directly with counterparts at GIRoA Ministries, and independently carry out functions of this position based on general procedure guidelines and strategic/policy direction from the Natural Resources Team Leader.

The Project Management Specialist (Natural Resources Management) will have the following responsibilities:

- Advise the Office of Agriculture Team Leader for Natural Resources Management (NRM), OAG senior management, and relevant field staff, and Mission management regarding agriculture, irrigation, livestock, natural resources, water and environmental management, and development issues;
- Under the general direction and supervision of the Office of Agriculture (OAG) Natural Resources Management (NRM) Team Leader, or his/her designee, the incumbent will assist the NRM Team Leader to manage and resolve technical and implementation issues pertaining to agricultural water and irrigation programming, and natural resources management;
- Serve as the Contracting Officers Representative (COR) for planned water and irrigation programs within the Office of Agriculture;
- The incumbent will support the NRM Team Leader in the management of the three major objectives of planned water-related programming which includes efforts to strengthen governance and the enabling environment resulting in a stronger water related regulatory framework, increased resiliency and sustainability of water supply for agricultural production in rain fed, irrigated, and livestock systems, improvement in agricultural water demand and supply management, and efficient use in rain-fed and irrigated crop production and livestock production systems;
- The incumbent will support the NRM Team Leader in the management of programming planned in the area of water and natural resources planning and management. In addition, in close coordination with the Ministry of Agriculture and Irrigation and Livestock (MAIL) counterparts, incumbent will be required to ensure to develop and manage on-budget program activities that are mutually agreed upon to meet program objectives;
- The incumbent provides oversight and monitoring of field activities and ensures that these activities are coordinated with, complimentary to, and supportive of the assistance activities of other USAID programs and other U.S. government agencies;
- Tracks progress toward achieving the goals of USAID agricultural water and irrigation programming in Afghanistan; participates in the reporting for the Mission Performance Plan, Annual Reports,

Congressional Notifications, and other strategic planning and reporting documentation for Afghanistan;

- Provides technical guidance on water and irrigation activities in Afghanistan, including: work/task prioritization, expediting activity implementation, identifying and resolving program issues, monitoring development activities to insure that they are carried out in a technically-sound, timely, and cost-effective manner, and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements;
- Manages program activity monitoring, performance monitoring plan, strategic objectives, and intermediate results data collection according to USAID/Afghanistan Mission policies and conducts field visits in support of proper management of these responsibilities;
- Will continuously gather and report on information about watershed management and irrigation activities and implementation and report to the NRM Team Leader; assists with the preparation and submittal of all relevant reports and requests for information including Congressional Notifications, budget preparation, public information requests, public events, and other requirements as they arise;
- Convenes and leads meetings as needed to address water, irrigation and natural resources management program activities, budget and implementation issues; and prepares meeting agendas and minutes as required;

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Bachelor's Degree in agricultural, water resources, civil and/or environmental engineering, soil/crop or livestock sciences, range land, forestry, environmental science, natural resources management, or related social science field is required. A Master's Degree is desirable.

Experience: Four years experience working on an irrigation/water or Natural Resources Management project is required. Of the total four years, a minimum of three years technical program management experience should be working in Afghanistan, with Ministry of Agriculture, Irrigation, and Livestock (MAIL) at the National, Provincial or the district levels is required. Experience implementing irrigation of natural resources management programs and/or experience working in multilateral development programs, with professional and technical expertise from other countries is desirable.

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

Knowledge, Abilities and Skills: The candidate should have a strong background in and understanding of irrigation and natural resources management best practices. Must have good knowledge, or the potential to acquire such knowledge, of USAID procedures, processes and regulations; familiarity with Afghan water policy and the new Water Law; hands on experience using a collaborative community development strategy.

The candidate should have a highly collegial and collaborative working style, and excellent mediation and negotiating skills. The candidate must be proficient in the use of word processing software, data management systems, and applications such as Microsoft Windows, Word, Excel, Outlook, as well as Internet and email applications. Must be able to show and demonstrated knowledge of Power Point.

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 Specialist (Natural Resources Management (OAG1421))**

ANY/ALL application submissions after the closing date of December 12, 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://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**