



USAID | AFGHANISTAN

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Solicitation open to: All Interested Afghan Nationals
Position Title: Project Management Assistant-Budget (Agriculture)
Type of vacancy: Single Position
Opening date: December 05, 2013
Closing date: December 19, 2013
Vacancy announcement #: USAID/306/14/22/OAG
Work Hours: 40 hours (Full time)
Position Grade: FSN-09

USAID/Afghanistan is seeking individual for the Single position as Project Management Assistant-Budget (Agriculture) in the Office of Agriculture (OAG).

BASIC FUNCTION OF THE POSITION:

The Project Management Assistant (Budget) is part of the Office of Agriculture (OAG) Programs & Policies Cluster and plays a vital role in clearly and effectively organizing information for complex budgetary and financial analysis and communicating the successes of the OAG development portfolio to the Mission and the US Embassy. The incumbent works under the direction of the Programs & Policies Advisor and is responsible for coordinating with the Office of Program and Project Development (OPPD) budget specialists in production of major summative program overviews, analysis, and reports for OAG including Annual Report and Congressional Budget Justification (CBJ), Annual Operational Plan (OP), Mission Performance Management Plan (PMP), and assisting Contracting Officer Representatives and Agreement Officer Representatives (CORs and AORs) to track implementing partner expenditures, monitor pipelines, mortgages, and accruals. This position also requires that the incumbent assists, in consolidating written responses to time-sensitive taskers for a variety of Mission, Embassy, and USG audiences.

The Project Management Assistant (Budget) will perform a wide range of duties including: identify, analyze, and prepare public information materials; report on OAG program budget implementation- accurately and transparently in a manner easily understood by external stakeholders and the general public;; stay abreast of political, social, and economic developments that may affect USAID activities- identifying and assessing their importance and impact for USAID agriculture and natural resources management programs. The following is a list of main responsibilities:

PROGRAM BUDGET PLANNING AND MANAGEMENT

- The incumbent is responsible for the transparency, clarity, and accuracy of the OAG's program budget, monitoring the status of all sources of funds, and the allowance of funds by OPPD, and monitors program budget planning and implementation in accordance with the requirements of congressional notification of funds and approved OP. Ensures obligation and sub-obligation requirements are met in a timely manner. Monitors activities' mortgage and pipeline status and advises activity managers on appropriate actions. Alerts supervisor (Programs & Policies Advisor or designee) to budgetary issues or potential issues in a timely manner.

- Maintains appropriately organized public folders that contain accurate electronic files and historical records on all OAG budget tasks and reports for easy access by all authorized staff of OAG – as identified by the Office Director, Deputy Director, or Programs & Policies Advisor. The incumbent is responsible for tracking all budget-related earmarks and directives and alerting the Programs & Policies Advisor or designee to issues requiring immediate attention.
- Prepares routine and special budget reports and briefing materials including preparation of PowerPoint slide presentations and graphics (such as pie charts, flow charts and graphs) on the OAG's program budget. Performs other related duties as may be assigned by the Programs & Policies Advisor.
- Helps OAG team members use and analyze budget data, conduct mortgage and pipeline analyses, track authorized ceilings in project and program approval action memoranda, compile accruals, and analyze costs and expenditure trends. Assist OAG C/AORs to develop and maintain their projects' historical budget and financial analyses to ensure allocation of sufficient funding for proper implementation over the planned life of projects. Coordinates with OPPD budget specialists to ensure agreement with the Mission's OpsMaster budget database and alerts and clearly explains discrepancies to the Programs & Policies Advisor or designee.

MONITORING AND EVALUATION

- Supports and assists the M&E team leader in the Programs & Policy Cluster with budget-related performance management activities pertaining to project PMPs and the USAID Mission PMP, Afghan Info data calls, portfolio reviews for Mission and Embassy senior leadership and GIRoA counterparts, project evaluation Statements of Work, and other tasks as assigned. The incumbent works closely with OAG C/AORs and implementing partners on budget-related performance monitoring and communications. Incumbent supports and assists the M&E team leader in preparations for high-level USG visitors.
- Is responsible for managing the duties associated with the Agriculture Working Group (AWG), including maintaining the AWG distribution list (listserv), preparing meeting agendas, taking minutes of the meetings, preparing meeting minutes for clearance and distribution to listserv members, and escorting visitors to the AWG meetings as needed.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A Bachelor's degree preferably in agriculture, agriculture/environment-related field, accounting, business administration, finance, economics, public administration or related social science field is required. Master's degree in any of the above streams is preferred.

Experience: Minimum of three years of progressively responsible work experience in program or budget management or project/program monitoring and evaluation is required. Out of the total three years of experience, at least two years with USAID or another donor, either as an employee or implementing partner is desired. Demonstrated skills and extensive hands-on experience in budget management with knowledge of policies, procedures, and regulations related to strategic development programming, activity development, achieving results, performance monitoring, and activity and program close out 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: Ability to conceptualize and develop a variety of reports or other documentation on the agriculture and natural resources portfolios; and knowledge of agriculture sector development and natural resources management sector development is needed.

Demonstrated ability to exercise independent professional judgment; recognize operational problems and issues with an ability to craft information messages in various formats (e.g. reports, press releases, cables, etc.), targeting a variety of audiences both local and in the U.S.

Incumbent must be detail oriented with an ability to prepare high quality reports and documents within tight deadlines and manage multiple complex tasks simultaneously.

Demonstrated attention to detail and commitment to accuracy, clarity, and transparency. Strong analytical, writing, and operational skills are required. Incumbent must have strong analytical skills and interpersonal skills; to include the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Mission. Competency in using MS Office suite is required.

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-Budget (Agriculture) (OAG1422)**

ANY/ALL application submissions after the closing date of December 19, 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**