



USAID | AFGHANISTAN

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Solicitation open to: Internal Candidates Only
Position Title: Project Management Specialist (Disaster Management)
Type of vacancy: Single position
Opening date: December 18, 2013
Closing date: January 02, 2014
Vacancy announcement #: USAID/306/14/27/OFDA/DIR
Work Hours: 40 hours (Full time)
Position Grade: FSN-10

USAID/Afghanistan is seeking individual for the position of Project Management Specialist (Disaster Management) in the Office of Foreign Disaster Assistance (OFDA).

BASIC FUNCTION OF THE POSITION:

The Project Management Specialist (Disaster Management) will be responsible for overseeing OFDA humanitarian portfolio in Afghanistan in conjunction with OFDA's Senior Humanitarian Advisor, based in Kabul. OFDA is the emergency response branch of USAID. OFDA supports activities including emergency preparedness and response, disaster risk reduction, coordination and information management, internally displaced persons (IDPs), emergency health and water/sanitation.

The Project Management Specialist (Disaster Management) will advise and inform on humanitarian conditions, trends and issues, and OFDA strategies and activities. S/he will perform the following duties:

- Advise/inform on land settlement issues particularly pertaining to internally displaced person (IDP) Policy and OFDA grants;
- Advise/inform on a regional effort to develop a flash-flood guidance system for Afghanistan;
- Establish and maintain mid to high level relationships with appropriate government representatives;
- Represent OFDA at humanitarian meetings, as applicable;
- Monitor OFDA grants, liaise with implementing partners, UN agencies, and other donors;
- Participate in the design and actualization of disaster management programs for possible Mission funding (R2DT);
- Participate in the evolution of the new OFDA, Food for Peace (FFP), and Office of Transition Initiative (OTI).

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A bachelor's degree in business and administration, social or natural sciences, or in technical sector such as medical science, engineering, public health, hydrology, or a related field.

Experience: A minimum of four years of experience in Afghanistan, of which a minimum of three years have been in humanitarian relief-transition work with UN, IOs or NGOs, and two years of project management experience. Technical experience in sectors such as health, nutrition, food security, water/sanitation, or logistics is desired.

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

Knowledge, Abilities and Skills: Knowledge of the structure of the international humanitarian system, knowledge of the function and operation of foreign aid programs, and familiarity with humanitarian relief operations. Technical training/experience in a specific humanitarian sector such as health, nutrition, food

security, water/sanitation, logistics, land tenure policy is preferred. The incumbent must be able to travel and interact independently with local decision makers, communities, and implementing partners. Incumbent must have a good knowledge on the government- side of humanitarian assistance, in addition to local / national actors and operational constraints—both political and geographic.

Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required. Incumbent should be able to function well in an intense, high stress, close-security environment with limited movement and high workload. A high degree of professionalism, discretion, team work and demonstrated outstanding interpersonal skills is a must, in addition to sound judgment.

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 (Disaster Management) (OFDA/DIR1427)**

ANY/ALL application submissions after the closing date of January 02, 2014 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.

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