



USAID | AFGHANISTAN

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Solicitation open to: All Interested Afghan Nationals
Position Title: Project Management Assistant (M&E Database Management)
Type of vacancy: Single Position
Opening date: January 19, 2014
Closing date: January 31, 2014
Vacancy announcement #: USAID/306/14/28/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:

Incumbent is the primary interlocutor between USAID/Afghanistan and the Afghan Info software development team, and users of the system both internally in the Mission and externally such as implementing partners. Incumbent manages a broad range of responsibilities with regard to the Afghan Info system, including working with the software development team to refine the system, trouble shoot issues, and provide user support as necessary; provide training on the system for new users; and generating information culled from Afghan Info to support Mission staff through reports, visuals, and other work aids. The incumbent is also expected to monitor usage of the Afghan Info system and create analytical reports detailing system usage in order to ensure that data is being entered in accordance with Mission guidelines.

As a member of USAID/Afghanistan's Monitoring and Evaluation team, the Project Management Assistant (M&E Database Management) will lead the Mission in the implementation of the Afghan Info system, including engaging with key Afghan Information (Info) stakeholders such as Mission staff, implementing partners, and the USAID Afghan Info software development team, based in Washington, DC. He/she is responsible for ensuring the function of Afghan Info in the Mission, including troubleshooting and refining the system as necessary to increase functionality of Afghan Info for users, and leading the evolution of the system by contributing to the design of the system and working with Mission management to encourage use of the system. The incumbent will also undertake assessments and provide recommendations and briefings relating to Afghan Info to the Monitoring and Evaluation Team Lead. The incumbent serves as the primary system coordinator for the Afghan Info information system in the USAID/Afghanistan Mission and within the section.

The incumbent will also be the primary point of contact for USAID/Afghanistan inputs into the Government of the Islamic Republic of Afghanistan (GIROA)'s Development Assistance Database (DAD). He/she will be responsible for routinely maintaining and updating information in USAID Afghanistan's DAD matrix for transmission to the GIROA Ministry of Finance (MoF) for inclusion in the DAD database. The incumbent will be required to coordinate with USAID/Afghanistan's Office of Financial Management and Office of Acquisition and Assistance, as well as other Chief of Mission entities such as the State Department, to ensure information being provided to GIROA is accurate and up-to-date, as well as filter out information that may be considered sensitive or classified. The incumbent will also communicate directly with the MoF for technical guidance and updates to the DAD system.

System Coordinator

In performing the tasks detailed above, the incumbent will gain a detailed understanding of how the system functions in order to meet USAID/Afghanistan's information needs. Based on this understanding, he/she will identify situations where information in Afghan Info is incorrect, incomplete, inconsistent, nonexistent, or imperfectly communicated, which will require the incumbent to identify and implement remedies to these problems. Such remedies may include providing more or improved training materials, holding additional training sessions, or persuading Mission management to encourage use of the system. As system coordinator, the incumbent will be expected to lead the evolution of the Afghan Info system by designing and prioritizing new features and reports, working closely with Mission personnel at all levels.

Training and Documentation

The incumbent will develop a detailed understanding of the USAID/Afghanistan's performance management processes and Afghan info, the system used to collect and disseminate performance related information. As the Mission's most knowledgeable user of Afghan Info, the incumbent develops training materials for project managers, implementing partners, including the Government of the Islamic Republic of Afghanistan (GIRoA), and users of the system both inside and outside the Mission. The position requires scheduling and conducting training sessions with these parties and provides follow up sessions as the system changes and new staff comes on board with the Mission. In addition to developing training materials, the incumbent will develop system documentation as needed for audiences inside and outside the U.S. Government, and presents the system to those parties as needed.

User Support and Trouble Shooting

The incumbent will send out Afghan Info system notices and serves as the primary point of contact for support requests from users of the system. Requests may appear by e-mail, phone, or in person, and require that the incumbent address issues in a tactful, patient, and polite manner. In cases where the issue involves a system defect, the incumbent will report issues to the Afghan Info software development staff and provides an estimate as to when the issue will be resolved.

Information Resource for Mission

Afghan Info includes facilities for reporting, but it is often necessary to present the system in novel ways, such as combining it with information from other sources. The incumbent may be required to produce briefing materials for Congressional delegations, senior USAID staff, GIRoA officials, or oversight officials. The incumbent may be the sole author of these materials, but often they will be called upon for specific pieces of information for inclusion in products authored by others. These products may involve working with Afghan Info system development staff to produce custom data extracts, including geographical data for use in GIS systems. The incumbent is also required to create reports on system usage, including identifying where information has not been updated and ensuring accountability of data being entered into Afghan Info. Information requests can come with short deadlines, requiring him/her to reprioritize planned tasks.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Two years diploma in information technology, database/website design or administration, computer and information science or other related field is required. Four years a bachelor's degree in any of the above listed areas is desired.

Experience: A minimum of two years of relevant and demonstrated experience in the data management of development activities, project management, monitoring and evaluation, development assistance, or related experience with an international donors, GIRoA, the World Bank, or other private institutions is required.

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

Knowledge, Abilities and Skills: The incumbent must have good understanding of international aid and strong knowledge of Afghanistan's regions. The candidate should have demonstrated knowledge of monitoring and evaluation concepts, principles, practices and standards; program development and design, and understanding of GIRoA's financial planning, formulation, and execution. The incumbent is required to have the ability to establish and maintain contacts with high-level GIRoA officials and influential persons, implementing partners, and interagency colleagues.

The incumbent must be competent in the use of Microsoft Office Suite, data bases relevant to M&E. Demonstrated ability to make presentations logically and persuasively to USG officials, Government of Afghanistan officials, and USAID/Afghanistan's implementing partners. The incumbent is required to write cogent and comprehensive quarterly reports for USAID/Afghanistan leadership. During open forums where dissenting views are expressed, the incumbent must be able to influence dissenters to consider regional characteristics and best practices into programming by presenting facts and figures effectively.

Incumbent is required to work closely with all USAID technical teams, including Washington, DC-based software development staff, field staff, implementing partners, and Afghan officials. Excellent interpersonal skills are mandatory. The incumbent must be able to analyze and solve complex problems independently while still working as a member of a team. The incumbent must have a good understanding of information within the discipline or managing significant operations. Must be able to understand and convey technical matters across sectors, and the political and operational environments of the government to local officials. He/she must be able to give detailed and elaborate analyses of USAID programming in Afghanistan as well as lessons derived from this programming to USAID/Afghanistan's colleagues and leadership. The incumbent will be required to handle many overlapping tasks with changing priorities or heavy disruption. The incumbent must demonstrate high diplomatic and interpersonal skills.

HOW TO APPLY

Afghan applicants are requested 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 (M&E Database Management) (OPPD1428)**

ANY/ALL application submissions after the closing date of January 31, 2014 will not be considered.

REQUIRED DOCUMENTS:

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. A current resume or curriculum vitae that provides the same information found on the DS-174 AND/OR**
- 3. 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>

(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 Female candidates are encouraged to apply.