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Solicitation open to: All Interested Afghan Nationals
Position Title: Project Development Specialist
Type of vacancy: Single Position
Opening date: February 10, 2014
Closing date: February 23, 2014
Vacancy announcement #: USAID/306/14/35/OPPD
Work Hours: 40 hours (Full time)
Position Grade: FSN-11

USAID/Afghanistan is seeking individuals for the position of Project Development Specialist in the Office of Program and Project Development (OPPD).

BASIC FUNCTION OF THE POSITION:

The incumbent will assume the lead role in all aspects of the development and implementation of strategies, and project/program activities and perform the full range of consultative, advisory, monitoring, information gathering and evaluating of programs of broad scope and complexity. The incumbent will serve as a Senior Project Development Specialist in the area of program/activity design, implementation, and monitoring and evaluation and work with the Mission technical teams on the planning, design, implementation, review and modification of monitoring and evaluation systems. The incumbent will oversee the project development responsibilities for OPPD projects, as well as provide backstop support to three or more technical offices. The incumbent will assist with building technical capacity among the Locally Employed Staff (LES) in OPPD, through mentoring and on-the-job training in above mentioned areas. The incumbent will be expected to establish effective working relationships within USAID, United States Government (USG), and the Government of the Islamic Republic of Afghanistan (GIROA), donor officials, and other stakeholders. The nature of the position in the Mission structure requires that the individual be highly knowledgeable in the substantive and administrative elements of USAID/Afghanistan's assistance mechanisms and ADS 200 procedures in order to interpret and guide Mission staff for compliance. The incumbent should be capable of working independently. The Incumbent reports to the Deputy Director, Office of Project and Program Development.

USAID/Afghanistan manages a broad portfolio worth \$6 billion dollars, with an annual Operating Year Budget (OYB) of approximately \$1.3 billion. The Office of Program and Project Development (OPPD) provides Mission-wide support for strategic planning, strategy development, program and activity design, monitoring and coordination of overall implementation. OPPD is also charged with monitoring and evaluation of strategic results as well as resource management. This is a highly visible program with high-level USG interest. The Project Development Unit, located in the OPPD ensures quality management and control, adequate planning and performance monitoring, and consisting of programs with USG policy interest in Afghanistan.

MAJOR DUTIES AND RESPONSIBILITIES

Project Planning and Design:

The incumbent will advise and assist USAID/Afghanistan staff (U.S. Direct Hire, Third Country Nationals (TCNs) and LES) including other members of the OPPD and staff of other functional offices and divisions in preparation of strategies, concept papers and designs for new project and

program activities, and the research, development, writing and editing of documents, including the following:

1. Preparation of concept papers, including preparation of any required background studies such as sector surveys, analysis of basic data collection. Development of any initial documentation required to describe the strategy, or project concept, e.g., Strategic Frameworks, New Project Description, etc.
2. Preparation of design documentation, Activity Approval Documents, Action Memorandums or replacement documents.
3. Preparation of procurement documentation, including development of terms of reference, scopes of work, deliverables, budgets, etc. to acquire the services of resources (Personal Services Contracts, Purchase orders, Indefinite Quality Contracts, etc.) needed to execute project or program activity design work.
4. Preparation of Strategic Objective Agreements (SOAGs), Project Agreements or other obligating documents for Strategic Objectives, Special Objectives, Support Objectives, Activity Approval Documents, etc.
5. Preparation of amendments to design obligating documents for grants, or replacement documents for Strategic Objectives, Support Objectives, Activity Approval Documents, etc.
6. Serves as Activity Manger for project/strategic planning elements of the OPPD SUPPORT project.
7. Coordinate the review and authorization process for assigned activities, including:
 - Chairing Mission project review committee meetings;
 - Ensuring that sufficient technical and financial analysis is done and feasibility of approved project/program demonstrated;
 - Preparing issues papers, as appropriate;
 - Ensuring that management controls and monitoring systems are built into each project/program; and
 - Coordinating and assisting with mobilization of teams for design, feasibility, and evaluation purposes.

Project Monitoring and Implementation:

The incumbent will assist all USAID/Afghanistan staff in assuring that strategies, project/program activities are executed in a timely manner in accordance with proper procedures as defined by USAID regulations. The incumbent will also assist in ensuring that project and program activities are executed in accordance with existing agreements between USAID/Afghanistan and the Government of the Islamic Republic of Afghanistan (GIRoA) or other parties. Representative activities to be performed by the incumbent during project implementation include drafting or reviewing and clearing the follow actions: Request for Proposals (RFPs), Invitation for Bids (IFBs), Requests for Applications (RFAs), Annual Program Statements (APSs), Unsolicited Proposals, Official correspondence: Project Implementation Letters (ILs), Mission Orders, Operational Plans, U.S. Mission Strategic Plan, and Portfolio Review documents. The incumbent will coordinate with the Resource Management Unit of OPPD to ensure that adequate resources are provided in a timely manner and that programs meet Agency forward funding guidelines. Similarly, the incumbent will be responsible for identifying and monitoring program activities which contribute to Mission's cross-cutting themes such as gender, local capacity development, and transparency.

Monitoring and Evaluation:

The incumbent will be responsible for facilitating results management and interpreting program monitoring and evaluative findings, advising OPPD Deputy Director on the status of its

management contract with Washington and making recommendations for programmatic changes. The incumbent will advise and guide SO teams on tracking performance, progress, and capturing results; reporting on progress related to performance and impact for a variety of internal and external audiences; establishing and managing a system to review, on at least an annual basis, the status of Mission objectives; analyzing and identifying program options and providing recommendations to the Deputy Director of OPPD; presenting briefings to internal and external audiences. Coordinate with the Information Unit to maintain current knowledge of monitoring and evaluation techniques and methodologies for use by Mission staff and partners, ensuring acceptable evaluation findings are incorporated into programmatic changes. The incumbent will work with the Information Unit and the Development Outreach and Communication Unit to develop and maintain a resource center on monitoring and evaluation and shall seek to stimulate effective use of this material by Mission staff. As one of the Mission's liaisons for monitoring and evaluation, the incumbent shall ensure Mission policy and compliance requirements set forth in the ADS, and Mission Orders are adhered to. Develop and maintain monitoring and evaluation contacts in such communities as the GIRoA, non-governmental organization sector, professional groups and other USAID Missions in the region, will be required.

QUALIFICATIONS REQUIRED:

Education: A four year Bachelor's degree in a field relevant to development assistance (such as, economics, international/development affairs, business or public administration), or a related field is required. Graduate studies are highly desired.

Prior Work Experience: At least 7 years of successful work experience involving strategic planning, project design and implementation, and monitoring and evaluation preferably in U.S. government agencies or with an international donor.

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

Knowledge, Abilities and Skills: Thorough knowledge of and experience in strategic planning, project design and implementation, and monitoring and evaluation. An understanding of U.S. foreign national security policy implications of development assistance, particularly in a complex reconstruction environment such as Afghanistan, as well as programming policies, regulations, reporting, procedures, and documentation are indispensable.

The ability to effectively perform as a team member and to maintain cordial and professional relationships is essential. Knowledge of management information systems is desirable. The incumbent must have strong writing skills in order to draft letters, documents, and other communications effectively.

HOW TO APPLY

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 Development Specialist (OPPD1435))**.

ANY/ALL application submissions after the closing date of February 23, 2014 will NOT be considered.

REQUIRED DOCUMENTS:

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

(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.**

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