



USAID | AFGHANISTAN

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Solicitation open to: All Interested Afghan Nationals
Position Title: Project Management Assistant
Type of vacancy: Single
Opening date: January 28, 2014
Closing date: February 12, 2014
Vacancy announcement #: USAID/306/14/38/ODG
Work hours: 40 hours (Full time)
Position Grade: FSN-09

USAID/Afghanistan is seeking an individual for the position of Project Management Assistant in the Office of Democracy and Governance (ODG).

BASIC FUNCTION OF THE POSITION:

The Office of Democracy and Governance has four Technical Teams: Elections and Political Processes; Governance; Rule of Law and Anti-Corruption; and Civil Society and Media. The Project Management Assistant will be assigned to, and serve on one of the Technical Teams, and is responsible for providing assistance to the development and management of the DG office programs, program information systems, preparing necessary program implementation documents, and assisting the technical staff of contractors, grantees and the mission in planning and implementation functions.

The Incumbent serves as the principal FSN Project Management Assistant and reports to the Technical Team Leader of the team s/he is assigned in USAID/Afghanistan's Office of Democracy & Governance (ODG). S/he assumes primary responsibility for defining, achieving, and reporting on results from USAID programs in democracy & governance and development projects.

Under the general supervision and technical guidance of the Democracy and Governance Office Director, Deputy Director, and/or Technical Team Leader, the employee serves as a program manager, Contracting/Agreement Officer Representative (COR/AOR) and the mission's professional specialist in Democracy and Governance matters. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country.

Program and Activity Management Assistance:

1. Assist with the development and management of DG office programs, including financial, technical, and results reporting on baseline and periodic performance targets. Conduct directly, as a member of a team and with/without staff support, technical analysis. Develop cost estimates, institutional capacity assessments, equipment requirement projections, and training needs assessment. Manage the schedules of projects as a representative of USAID in Afghanistan. Draft necessary documentation and lead reviews related to project amendments, project contracting, standard USAID reports, and project outreach and communication. Manage performance of financial review and analysis of the financial parameters of the project and prepare project related financial projections.
2. Assist other ODG AOR/COR's to review activities for compliance with U.S. laws, USAID regulations and policies, international law, and bilateral international agreements between the U.S. Government and host country government. Review contracts/agreements in

consultation with the Office of Acquisition and Assistance (OAA) and provide guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets.

3. Manage democracy assistance activities in one or more of the following areas: Rule of law, Elections, Political parties, Parliament, Sub-national governance, and Civil Service Capacity Building. In that capacity, incumbent will manage activities from inception to completion, and is responsible for all facets of project design and development.
4. Serve as a Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR) or Activity Manager on behalf of an AOR/COR for ODG projects in Afghanistan.
5. Prepare standard USAID program management documents, correspondence, and procurement documents such as Global Acquisition & Assistance System (GLAAS) requests and Modified Acquisition & Assistance System (MAARD).
6. Assist with the preparation of standard briefing packages to be used to brief USG officials.

Program and Activity Reporting Assistance:

1. Assist with the preparation of program reports on a quarterly or as needed basis. Appraise program performance by comparing actual levels of achievement or progress against program targets. Provide project and activity status and achievement updates as necessary to serve as a means to enhance outreach and communication on ODG activities.
2. Analyze and report on those aspects of democracy assistance activities at the national and sub-national level relating to democracy and good governance. Using published and unpublished sources, and, where necessary, conducting research of a qualitative and/or quantitative nature, assess the impact of new developments and interventions regarding democracy assistance in assigned areas.
3. Perform a variety of research, reporting, contact, monitoring, and analytical duties in support of senior development assistance personnel responsible for the full range of professional development assistance functions.
4. Perform other duties as assigned.

QUALIFICATION/EVALUATION CRITERIA:

Education: A 2 year college diploma in Administration, Management, International Development, Democracy and Human Rights, Economics or related field is required.

Experience: Must have three years of relevant work experience in the fields of administration, elections, rule of law, civil society, governance, and/or management support with a development entity involved in programming design, management and implementation is required. Prior experience with the U.S. Government, international firm or donor agency is highly desirable.

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

Knowledge: The incumbent must be knowledgeable about, and committed to the role democracy and governance plays in a democratic system. In addition, thorough knowledge of statistical methodology and techniques, and good understanding of internal democracy & governance reporting requirements and procedures is required. Contacts with appropriate governmental officials and non-governmental professionals are essential. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance; USG programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

Abilities and Skills: Incumbent must have ability to obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain professional contacts and be effective in obtaining the willing agreement, cooperation and support of relevant counterparts in the country. Incumbent must have proficiency in using Microsoft Office Applications.

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 Management Assistant (ODG1438)

ANY/ALL application submissions after the closing date of February 12, 2014 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) 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 form;**

(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 applicants are encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**