



Solicitation is open to: All Interested Afghan Nationals
Position Title: Project Management Assistant
Type of vacancy: Multiple Positions
Opening date: February 12, 2014
Closing date: February 25, 2014
Vacancy announcement #: USAID/306/14/40/RC-South
Work hours: 40 hours (Full time)
Position Grade: FSN-07

USAID/Afghanistan is seeking individuals for the position of Project Management Assistant in Regional Platform South (RP-South).

BASIC FUNCTION OF THE POSITION:

The Project Management Assistant (PMA) will work out of Regional Platform – South (RP-S) on Kandahar Airfield (KAF) and will report to the Senior Development Officer (SDO) or his/her designee. Responsibilities will include working with the SDO or his/her designee to execute USAID strategy and operations within RP-S's mandate, which includes representation to local government and communities, enabling the success of nationally-run USAID programs, support the development, monitoring and execution of whole-of-U.S. Government programs and initiatives, and other new activities that may be developed at RP-S. The Project Management Assistant will also support other USAID regional technical offices by interacting with them and advising them on an ad hoc basis. The PMA should be ready to serve as head of the team during any absence of the Program Management Specialist. The PMA may have responsibilities to the USAID Mission that are accounted for indirectly through the Contracting Officer's Representative or Agreement Officer's Representative in Kabul.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Attend relevant meetings to develop contacts, gather information, and represent the U.S. Government, including USAID/Afghanistan, before the government of Afghanistan, other donor agencies, and non-governmental organizations. Advise and mentor local government officials on technical and sectorial issues. Promote local government awareness, participation, and ownership of USAID/Afghanistan programs and plans.
2. Manage information management databases, templates, processes, procedures, and conventions that are located in the RP-S (KAF) office. Maintain database of all USAID/Afghanistan activities in the area of responsibility and send information to the centrally managed Afghan Info database. Meet regularly with USAID/Afghanistan implementing partners and contractors to discuss program progress, address any problems or concerns and provide oversight as designated or delegated by USAID/Afghanistan. Write reports and provide guidance and recommendations to USAID/Afghanistan management and technical offices on new developments, problems, constraints or issues related to the political, social, and economic environment in RP-S.
3. Ensure that the RP-S office is monitoring all significant milestones in USAID/Afghanistan programs and projects. Work with technical officers to ensure that the monitoring and evaluation (M&E) of all USAID/Afghanistan programs and projects is accurate and useful,

either by performing M&E directly, or by working closely with multi-tier M&E partners. Analyze and conduct field trips to ground truth information contained in the reports of USAID implementing partners and other organizations as appropriate and permitted.

4. Notify the USAID/Afghanistan Development Outreach Coordinator and the U.S. Department of State Public Affairs Office about events and ensure that these offices receive press releases and other relevant public relations material about USAID projects. Obtain reports and materials produced by local and international organizations (including those available on the Internet) that are pertinent to program CORs and/or AORs.
5. Advise all office staff and other U.S agencies' personnel as needed in sound development practices, USAID policies and procedures, and other knowledge required to operate successfully in the local context.
6. Perform other duties as assigned.

QUALIFICATION/EVALUATION CRITERIA:

Education: Completion of Secondary School and some collegiate or technical coursework in management and/or administration is required.

Prior Work Experience: Incumbent must have one to four years of program experience or expertise in sectorial and/or technical areas to include democracy and governance, rural economic development, agriculture development, private sector development, social sector (education and health) development, gender inclusion, community engagement, infrastructure development, OR experience in project design, implementation, and management in an international context, OR a similar amount of experience working in closely related activities that would have provided the applicant with a good understanding of program implementation.

Language Proficiency: Level IV (Fluent) English and Level IV (Fluent) Pashto speaking and reading are required.

Knowledge: Knowledge of basic development principles, program and activity (project) development and/or program administration. A demonstrated knowledge of development work, management procedures, budgetary and procurement processes in a developing country context is desired. Incumbent should have demonstrated the ability to exercise professional judgment related to program and activity management; resolving operational problems; and dealing with program issues as they arise. The incumbent should have a demonstrated ability to make contacts, work with teams, take action, and make immediate decisions that are necessary to guide, support and complete development/management activities. The incumbent must be able to function with minimal supervision. A sound understanding of political, economic and development realities of the region is preferred. Ability to achieve results through maintaining a positive attitude despite the lack of support, institutional resistance, and/or a harsh environment is required.

Abilities and Skills: Ability to communicate (orally and in writing) clearly, concisely and effectively with all levels of personnel, both within USAID and with counterparts. Ability to prepare meaningful written reports and presentations for various purposes. Ability to function as part of a team and familiarity with Microsoft Office software (including Word, Excel, PowerPoint, and Outlook) is required. The incumbent must have displayed an ability to work collaboratively in teams, build consensus, and effectively coordinate with external actors in a multi-cultural setting; a demonstrated ability to develop good working relationships with a wide range of people is essential. Also essential is a demonstrated ability to work well in a gender-integrated environment with employees of varying expertise and rank.

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 (RC-South 1440)**

ANY/ALL application submissions after the closing date of February 25, 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.

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