



**Solicitation is open to:** All Interested Candidates  
**Position Title:** Project Development Specialist  
**Type of vacancy:** Multiple  
**Opening date:** April 29, 2014  
**Closing date:** May 12, 2014  
**Vacancy announcement #:** USAID/306/14/47/OPPD  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-10

The United States Agency for International Development (USAID) Afghanistan is seeking a qualified individual for the position of Project Development Specialist in the Office of Program and Project Development (OPPD).

## **BASIC FUNCTION OF THE POSITION:**

The incumbent serves as a Project Development Specialist responsible for development, implementation, monitoring and evaluation, and reporting of project and program. The incumbent participates in all aspects of the development and implementation of project and program activities, and performs the full range of consultative, advisory, monitoring, information gathering and evaluation services of broad scope and complexity. The incumbent also supports the Mission's monitoring and evaluation processes. The incumbent will be expected to establish effective working relationships with USAID technical teams, other donors, NGOs, and the Government of the Islamic Republic of Afghanistan (GIRoA). The incumbent will report to the Deputy Director of OPPD.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **A. Project Planning and Design**

The incumbent will advise and assist USAID technical teams in the research, development, writing, and editing of documents in preparation of strategies, concept papers and designs for new projects, including the following:

- Preparation of any required background required for conceptualization, including necessary analyses or basic data collection (e.g. gender, sustainability, environmental). Development of any initial documentation required to describe the project concept, i.e., concept papers, project descriptions, activity, approval documents, etc.
- Preparation of procurement documentation, including the development of terms of references, deliverables, budgets, etc. to acquire the services of resources needed to execute project or program activity design work.
- Assisting with mobilization of design teams and coordination of the team's work process.
- Preparation of Strategic Objective Agreements (SOAGs), Project Agreements or other obligating/sub-obligating documents, amendments, and implementation letters with the Government of Afghanistan.

- Coordinating the review and authorization process for assigned activities, including facilitating project review committee meetings, preparing issues papers, and ensuring that follow-up actions are documented and taken.
- The incumbent will support budget responsibilities within OPPD by helping to prepare documents related to budget actions, including reprogramming requests, incremental funding memos, implementation letter, etc. additionally, s/he will ensure alignment of the design schedule with budget planning.

## **B. Project Monitoring and Implementation Support**

The incumbent will assist technical teams in assuring project and program activities are executed in a timely manner and in accordance with proper procedures as defined by USAID regulations. Activities to be performed during project implementation will include drafting or reviewing and clearing the following actions: Modification to Acquisition and Assistance Request Documents (MAARDs), Request for Proposals (RFPs), Invitation for Bids (IFBs), Requests for Application (RFAs), Annual Program Statements (APSS), and other official correspondence such as Implementation Letters (IL), Operational Plans, and Mission Strategy Plans.

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 Afghanistan or other parties.

The incumbent will also be responsible for creating and/or maintaining reporting and management control systems as required. The incumbent will serve as an OPPD representative for any required internal control/vulnerability assessment efforts (e.g. Federal Managers Financial Integrity Act (FMFIA) and will be expected to provide input to OPPD's reports. Liaise with the Controller's Office and relevant technical offices in the review and close-out of audit recommendations will be required. The incumbent will review program/project evaluation reports and other assessments of USAID/Afghanistan-financed activities and assist activity managers to plan follow-up actions. Additionally, the incumbent will play a major role to coordinate and prepare for internal portfolio reviews and track follow-up actions.

## **C. Monitoring and Evaluation**

The incumbent will be responsible for interpreting program monitoring and evaluation findings, and making recommendations for programmatic changes.

The incumbent will provide advice and guidance to the 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 systems to review technical portfolios at least on an annual basis, analyzing and identifying issues and providing options for recommendations.

The incumbent will also maintain a current knowledge of monitoring and evaluation techniques and methodologies for use by SO teams. The incumbent will work closely with the Monitoring and Evaluation Team to carry out these functions.

### **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Possession of a bachelor degree in business administration, public administration, economics, finance, or related social science field is required. A graduate degree in one of the above fields is highly desirable.

**Prior Work Experience:** A minimum of five years prior experience in project development, monitoring and evaluation, social section development or economics is required which includes analysis and interpretation of policies, procedures, data, and presentation of finding in written and oral form with governmental, bilateral or multilateral agencies is required.

**Language Proficiency:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Pashto or Dari will be required.

**Knowledge:** General knowledge of the function and operation of foreign aid programs, particularly in the Afghanistan context, in-depth familiarity with the NGO and development community. A thorough understanding of the substantive elements of USAID's design and implementation policies and regulations as well as monitoring and evaluation processes is desirable. Must be able to obtain, analyze and evaluate complex data and to prepare precise and accurate reports and analyses of information. Broad knowledge of accounting and internal control processes is desirable.

**Skills and Abilities:** The incumbent must be able to develop and maintain both internal and external contacts, including technical offices, the Regional Legal Advisor, Contracts Officer, and representatives of government and non-government participating organizations. The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission. Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required skills.

## **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: (Project Development Specialist (OPPD 1447))**

**ANY/ALL application submissions after the closing date of May 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://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 open only 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**