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**AFGHANISTAN**

**Solicitation is open to:** All Interested Afghan Nationals  
**Position Title:** Project Development Specialist (GIS)  
**Type of vacancy:** Single  
**Opening date:** June 3, 2014  
**Closing date:** June 17, 2014  
**Vacancy announcement #:** USAID/306/14/56/OPPD  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-10

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Geographic Information Systems (GIS) Project Development Specialist in the Office of Program and Project Development (OPPD).

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

The USAID Project Development Specialist (GIS) serves as a member of the Office of Program and Project Development (OPPD) and a key member of the Information Unit within the Monitoring and Evaluation Team. The incumbent works under the supervision of the Information Unit Team Leader in OPPD.

USAID/Afghanistan manages a highly visible and complex portfolio requiring substantial oversight and reporting. The Project Development Specialist (GIS) will provide mission-wide support for quality data/information management and reporting. The incumbent will be responsible for a variety of complex data research, gathering, quality assurance, and quality control (QAQC), and reporting in support of the USAID/Afghanistan. The incumbent will represent USAID at high-level meetings within the US interagency, the Government of Islamic Republic of Afghanistan (GIROA), and the donor community.

The incumbent will be responsible for the full range of professional development assistance functions including, but not limited to, program data collection, data analysis and data depiction using geographic information system (GIS) software, presentation, monitoring and reporting on project progress, drafting and processing project documents in accordance with well-defined parameters and USAID rules and regulations. The incumbent is a core team member of the Information Unit in OPPD and will support overall development and management of USAID/Afghanistan's information management systems.

The incumbent is responsible for conducting data gathering and analysis pertaining to USAID/Afghanistan's overall program, including awards and contracts, budgets, outputs, results, and accomplishments, as well as preparing various reports and visual products (sectoral, geographic, etc.). In performing these tasks, the GIS Project Development Specialist must be thoroughly knowledgeable of the goals, objectives and intended impact of each grant, agreement and contract. The incumbent must also ensure that USAID/Afghanistan Mission staff and implementing partners are well aware of USAID information requirements, geospatial practices, and that they are well trained in the use of the Mission's tracking, reporting and geospatial information system. The incumbent must be able to set and meet deadlines within a complex organizational structure.

The incumbent will work closely with all USAID/Afghanistan offices, the U.S. Embassy, USAID/Washington, USAID contractors and grantees, the Government of Islamic Republic of Afghanistan (GIROA), the United Nations Assistance Mission in Afghanistan (UNAMA), International Security Assistance Force in Afghanistan (ISAF), and other donors on the overall data and information sharing pertaining to USAID development assistance and activities in Afghanistan which will include project geospatial data issues as well.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The Project Management Specialist-GIS will be based in Kabul, Afghanistan and will report to and be supervised by the Information Unit Team Leader.

The specific duties and responsibilities include, but are not limited to:

- Serves as one of the primary data experts in preparing Mission portfolio planning and presentation documents for a variety of audiences in the U.S. and Afghanistan. The incumbent serves as the Mission's expert on relevant Automated Directive System (ADS). Products to be developed will include, but will not be limited to: activity updates at the national and sub-national levels, maps, graphic representations, and other documents as needed. Ensures that USAID projects are depicted on geographic maps and other cartographic analysis using GIS mapping software. This will include further geospatial data analysis with GIS software in order to provide tools for planning and impact analysis by location - region, province, district, etc.
- Assists with the tracking and reporting of USAID/Afghanistan program disbursements by fiscal year at the national and sub-national levels; assists with the implementation of monitoring, evaluation, and reporting systems for the Mission's programs, and works with Mission Contracting Officer Representatives (CORs) in evaluating activities managed by the COR.
- Serves as OPPD's GIS expert, and liaison to host government counterparts, donors, USAID/Afghanistan contractors and grantees, and other U.S. Government agencies on issues pertaining to geospatial issues.
- Responsible for collecting, processing, validating and Quality Assurance and Quality Control (QAQC) of data pertaining to USAID/Afghanistan's portfolio, as reported by USAID contractors, grantees and technical offices.
- Responsible for tracking interagency GIS - geospatial and data coordination efforts; works closely with the U.S. Military, ISAF/NATO, and other USG Agencies on data coordination efforts related to development and reconstruction in Afghanistan.
- Plays a key role in analyzing, processing, and preparing reports and visual products in response to host government requests for information and maps on the USAID/Afghanistan portfolio.
- Ensures the quality, integrity, and reliability of information associated with USAID programs, including budget information, outputs, results and geospatial datasets. The incumbent may use a number of means methodologies and creativity in identifying wise and cohesive solutions to quality, integrity and reliability of data.
- Undertakes basic to complex data collection and analysis on a regular basis in response to various USAID reporting requirements such as semi-annual reviews with the Afghan Ministry of Finance, Operational Plans, Performance Plans and Reports, mission portfolio reviews, and other reporting requirements; collaborates closely with USAID/Afghanistan OPPD budget department, Office on Financial Management (OFM), and technical offices to ensure accurate and timely reports.

- Represents USAID/Afghanistan on various development information management and GIS related coordination, meetings, discussions and initiatives with the GIRoA, USG, ISAF/NATO, and other development partners.
- Conducts information/data and map validation for presentations and various briefing materials from time to time.
- Responsible for conducting independent research, analysis, and interpretation of geospatial data and information related developments to facilitate strategic issues.
- Works closely with Monitoring and Evaluation (M&E) Specialists, CORs, and other mission staff in providing support to the overall results monitoring, results data collection, and data quality assurance and quality control efforts.

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

**Education:** A bachelor degree in social sciences stream to include but not limited to: business administration, management, economics, Management information systems or any other related field is required.

**Prior Work Experience:** At least four years of experience in management information systems, data collection and analysis, and database applications, including GIS is required. Experience in analysis and presentation of data is essential.

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

**Knowledge:** Knowledge of host country information and GIS related capabilities, ICT, economic, social, cultural and political characteristics is necessary. Knowledge of the objectives and operations of USAID program activities is desirable.

**Skills and Abilities:** Ability to write project related documents, computer literacy, strong organizational skills, good communication and interpersonal 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 (GIS) (OPPD1456)**

**ANY/ALL application submissions after the closing date of June 17, 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.

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