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AFGHANISTAN

Solicitation is open to: All Interested Afghan Nationals
Position Title: Development Program Specialist (Water Team Leader)
Type of vacancy: Single
Opening date: June 15, 2014
Closing date: June 29, 2014
Vacancy announcement #: USAID/306/14/58/OEGI
Work hours: 40 hours (Full time)
Position Grade: FSN-12

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Development Program Specialist (Water Team Leader) in the Office of Economic Growth and Infrastructure (OEGI).

BASIC FUNCTION OF THE POSITION:

The incumbent serves as a Development Program Specialist for the water sector in USAID/Afghanistan's Office of Economic Growth and Infrastructure (OEGI). The Development Program Specialist serves as a key locally hired Water Program Specialist of the Mission and provides technical expertise to the Mission's water programs. The incumbent will be responsible for providing a full range of analytical, technical and management services on large, complex programs in the water sector, including advice, coordination, monitoring, information gathering, analysis, design, and evaluation of USAID-funded infrastructure projects in Afghanistan. This is a high level local professional position that requires hands-on technical skills, well developed inter-personal, and management abilities, sound judgment, and ability to develop credibility within USAID/Afghanistan and with Afghan government counterparts.

The incumbent establishes professional contacts and develops and maintains cordial working relationships with high level officials in both the public and private sectors, including high-level officials from the Government of the Islamic Republic of Afghanistan (GIROA), industry and business leaders, consultants, non-governmental organizations (NGOs) and other donor agencies.

In this capacity the incumbent has specific program development and project management responsibilities. Working under direct supervision of the OEGI Water Team Leader and/or the Energy and Water Division Chief, the incumbent serves as a project manager for one or more key activities under OEGI's portfolio of programs and projects.

The incumbent must work with minimum guidance and exercise a high and constant degree of personal initiative. The individual must be able to set and meet deadlines in a complex organizational structure.

MAJOR DUTIES AND RESPONSIBILITIES

A. Project Management

Management of one or more infrastructure projects includes detailed technical information gathering, project planning, design and implementation, performance monitoring, reporting and close-out. The position requires initiative and the exercise of independent judgment in activity planning, the identification of problems and required follow up actions on the project. The incumbent interacts with engineers, and project managers of a wide variety of contractors, advisors, and identified host country counterparts. The incumbent will also coordinate with project implementing offices to translate recommendations into effective action plans. The incumbent keeps track of documents for official files, information records and database management for the water sector projects. Specific responsibilities include:

- Provides policy, technical and operational guidance to contractors and cooperative agreement and grant recipients; reviews, critiques and approves annual work plans; monitors accomplishments against work plan and performance measurement indicator targets; reviews financial documentation for compliance with program performance and delivery of products and services; and maintains accurate records of accrued expenditures for program management purposes.
- As the designated representative for USAID/Afghanistan, participates in meetings of the committees constituted for review and appraisal, and provides technical inputs for the committee on various issues with the projects related to the water sector program.
- Drafts detailed scopes of work for the technical assistance and training services for project components and explores various options for procurement of such services. Participates in discussions with host country institutions on technical issues related to the assigned sector.
- Provides technical review of assigned projects' performance in terms of achieving physical and financial targets and attainment of the project goal and purpose. Manages the schedules of the assigned projects.
- Performs analysis of project related problems (both financial and technical) and provides recommendations on appropriate remedial measures to the OEGI management.
- Manages performance of financial review and analysis of the financial parameters of the project and preparation of project related financial projections.
- Drafts and/or reviews OEGI documentation related to the water sector activities planning, implementation, and monitoring; as well as drafts/reviews all USAID Washington reports related to the subject sector activities.
- Reviews contracts/agreements in consultation with Office of Acquisition and Assistance (OAA) and provides guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets.
- Keeps track of documents for official files, information records and database management, gathers technical information and provides assistance in the preparation of document packages for Requests for Proposals (RFP), evaluation and selection of implementers for the water sector projects.
- Drives assigned projects from inception to completion and is responsible for all facets of the feasibility, pre-engineering, design, implementation supervision, as well as identification and resolution of constantly changing variety of problems and institutional issues that impact implementation efforts, both negatively and positively.

B. Program Design and Strategy Representation

In this category, the incumbent:

- Provides technical expertise in designing USAID/Afghanistan strategy and interventions in water sector based on review of GIROA policies and discussions with senior officials from water line ministries and Mission's Water Working Group to advance USAID/Afghanistan strategic objectives of strengthening water resources management, adopting comprehensive Water and Sanitation Hygiene (WASH) practices, and increasing water productivity for livelihoods.
- Maintains USAID/Afghanistan strategy in capacity building and training initiatives to advance and facilitate water sector reforms based on previous experience, review of existing programs of USAID/Afghanistan and other donors and in consultation with stakeholders (Afghan ministries, water utilities, training institutions etc.).
- Maintains an up-to-date understanding of Afghan Government priorities and objectives in the area of water supply, sanitation, water resources management, water infrastructure utilization and maintenance. The incumbent collects and analyses data to determine those areas in which USAID assistance would have the greatest impact. In this regard the incumbent reconciles sometimes conflicting United States Government (USG) and Afghan Government objectives and cultural propensities.
- Performs all functions related to new project design/development in order to orient project focus in priority areas and areas of emerging needs.
- Participates in a variety of technical analysis; develops cost estimates, develops design criteria; institutional capacity assessments; equipment requirement projections; and training needs assessment.
- Develops and supports the dissemination and discussion of information concerning the Mission's water sector program through participations in seminars, workshops and conferences.

C. Project and Program Monitoring/Evaluation

The incumbent's responsibilities for project and program monitoring and evaluation include:

- As COR designee for one or more projects and/or project components, the incumbent is responsible for providing technical directions or guidance to the contractors following the terms of the contract. Specifically:
- Monitors adequacy and acceptability of delivered goods and services under approved activities including construction, equipment installation and training activities through field inspections, reviewing contractor reports, and meetings with project personnel and contractor representatives.
- Provides technical assistance to the Contracting Officer in responding to the proposed changes in the scope of work. Provides appropriate technical assistance to the Contracts Office in issuance and negotiations of change orders in accordance with FAR procedures.
- Receives and inspects completed services or supplies upon delivery, verifies that they meet the acceptance standards and delivery schedules, as specified in the contract.
- Reviewing project reports, visiting sites, and engaging in written and oral communications with project participants, and contractors;
- Preparing evaluation documentation and scopes of work for projects and evaluation

- teams;
- Interaction and provision of necessary assistance to visiting consultants;
 - Interaction with key Afghan ministries, counterparts, and project implementation partners.
 - Participates in preparation of an annual performance report, which summarizes the achievements and results of the activity and its impacts in achieving Mission objectives.
 - Provide project and activity status and achievement updates as necessary to serve as a means to enhance outreach and communication on activities related to the water sector.

The incumbent will perform on as-needed basis a variety of different tasks as required by the OEGI management. Performs administrative responsibilities including activities such as: preparing scopes of work, determining independent government cost estimates, drafting project implementation letters, preparing action memoranda and reports, estimating expenditures, reviewing payment vouchers, responding to audits, assessing claims, and performing other related activities.

The incumbent will also be requested to provide professional advice and guidance to other USAID/Afghanistan Strategic Objective Teams on different engineering issues related to USAID funded projects. The incumbent will participate in personnel selection process for different offices of USAID/Afghanistan; as well as in development of Request for Proposals (RFPs), and the evaluation of proposals received for the projects funded under other Strategic Objectives of USAID Assistance program in Afghanistan.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Master's degree in water resources management, engineering, or a related field is required.

Prior Work Experience: At least 7 years of experience in project/program management, with a minimum of 5 years of experience in managing water sector projects is required. Extensive field experience, preferably in developing country environments and in project development and management in water sector programs required.

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

Knowledge: The incumbent must be able to demonstrate leadership abilities, and a clear understanding of the policy, regulatory, and organizational issues that are involved in climate change and clean energy technologies.

Skills and Abilities: Ability to organize, analyze, interpret and evaluate information regarding infrastructure facilities and services including water supply, sanitation and hygiene, integrated water resources management (IWRM), water and wastewater treatment and distribution, urbanization, and environmental protection. Ability to assume project management of Water, Sanitation and Hygiene (WASH) and engineering projects and to manage contractors to completion of work; Ability to communicate clearly, concisely and effectively with all levels of personnel, both within USAID and outside is required. Incumbent must also have the ability to prepare meaningful written reports and presentations for various purposes; function as part of a team and competency in using MS Office Suite.

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: Development Program Specialist (Water Team Leader) (OEGI1458)**

ANY/ALL application submissions after the closing date of June 29, 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 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 strongly encouraged to apply.

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