



USAID
FROM THE AMERICAN PEOPLE

AFGHANISTAN

Solicitation is open to: Afghan Nationals Only
Position Title: Project Management Assistant (Budget)
Type of vacancy: Single
Opening date: July 10, 2014
Closing date: July 24, 2014
Vacancy announcement #: USAID/306/14/64/OSSD
Work hours: 40 hours (Full time)
Position Grade: FSN-09

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Project Management Assistant (Budget) in the Office of Social Sector Development (OSSD).

BASIC FUNCTION OF THE POSITION:

The Foreign Service National (FSN) position is located in the Program Unit Division of the Office of Social Sector Development (OSSD) and is based in Kabul. The USAID Office of Social Sector Development covers the education and health portfolios.

The incumbent serves as the Project Management Assistant (Budget) and is the de facto manager of the education and health budgets for \$950 million in OSSD. The incumbent works under the direct supervision of the OSSD Program Officer and is part of a six-person team. The incumbent helps design, develop, manage, and evaluate assigned education and health projects; provides factual and analytical background reports, data collection and reporting assistance with regards to the education and health portfolios; and is responsible for all facets of the education and health budget process. Duties are of medium scope and complexity, and require specialized knowledge of United States Government (USG) programming, project management (budget policies, procedures, and documentation). The incumbent is expected to liaise with the OSSD Education and Health technical staff and OSSD Director, the Office of Program and Project Development (OPPD), the Office of Acquisition and Assistance (OAA), the Office of Financial Management (OFM), the Office of Management (OM), and the USAID/Afghanistan's Front Office on a regular basis. Furthermore, the incumbent is expected to provide oversight and management of the activities s/he manages.

The Project Management Assistant (Budget) is located in OSSD and serves as the liaison between the support offices and the Education and Health technical teams (OSSD) on financial and budget management issues.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent is directly responsible for a variety of complex budgetary and financial analysis duties in support of the entire education and health portfolios, and serves as the de facto manager of the OSSD budget process. The incumbent is closely involved in performance reporting and program/policy coordination with other donors and USG agencies.

This position requires strong leadership and management skills, strong judgment, and an ability to work independently and at times under his/her own direction to ensure the education and health program activities are designed, managed and implemented to achieve the Agency's goals and objectives, within U.S. legislative mandate(s) and financial resource constraints.

A. Budget Management and Reporting

The incumbent works independently as the de facto manager of the education and health budgets, which involves numerous activities. The incumbent independently plans and tracks the execution of the OSSD budget coordinates and supports activity managers in making sufficient funding allocations and adequate obligation of funds to the respective activities in accordance with the Agency's forward funding regulations. On a routine basis, the incumbent provides regular and comprehensive analysis of the education and health budgets to the OSSD Director, Education and Health Team Leaders, OPPD, and the Front Office. This analysis includes emerging trends and potential problems, as well as a list of budgetary and program implications. Using independent judgment based on his/her analysis, the incumbent draws up conclusions and recommendations with regard to budgetary issues.

The incumbent is responsible for the accuracy of OSSD's budget, monitors the status of all sources of funds and the allowance of funds by USAID/Washington to the Mission. The incumbent monitors OSSD's budget planning and implementation in accordance with the requirements of congressional notification of funds and approved operational plan. The incumbent will be responsible for the construction and maintenance (up-to-date and accurate) of a large, multi-faceted financial database, development and maintenance of the office procurement plan, pipeline analysis and maintenance of Modified Acquisition and Assistance Request Documents in OSSD Office.

As the budget lead in OSSD, the incumbent works closely with the Program Officer while coordinating with the budget team in OPPD on the Mission Resource Request, the Congressional Budget Justification, the Operational Plan, and all Congressional Notifications to ensure these are submitted on time and accurately.

B. Program and Project Management

The incumbent, with support of the OSSD technical team members, oversees and evaluates contractor/grantee performance, project costs and progress, method of acceptability of project reporting, timeliness in meeting commitments, scheduled completion dates, and other relevant financial and management objectives.

The incumbent regularly obtains and provides detailed project information. The incumbent drafts and processes a variety of project or procurement documents such as action memoranda, scopes of work, official correspondence, etc. Such documents require a specialized knowledge of the project(s) but are prepared in accordance with established guidelines or precedents.

In addition, the incumbent coordinates education and health activities with other offices within USAID/Afghanistan, as well as other donors and NGOs working in the same sectors, to avoid duplication of efforts and ensure maximum impact of the projects.

C. Financial and Contract Management

The incumbent provides technical guidance, in coordination with OFM staff, on USAID procedures and accounting control requirements to the Education and Health technical teams and appropriate partners. This includes: 1) performing financial analyses, preparation of the financial accounting and reporting aspects of project design and implementation documents; 2) participating in the technical office's review of implementers' work plans and procedures manuals in determining the reasonableness of the recipients' budget proposals; 3) participating in portfolio implementation reviews, team meetings and other team activities, as determined appropriate, and providing financial input as needed.

The incumbent assists the Education and Health technical teams in preparing accruals, and in the analysis and the teams' understanding of OFM's quarterly pipeline reports and in understanding what actions to take to keep the pipeline within forward funding guidelines. The incumbent attends audit entrance and exit conferences, assists and ensures that the Education and Health technical offices are reporting accurate budget-related data to OFM.

The incumbent monitors the Education and Health technical teams' assistance and acquisition awards' end dates, and alerts activity managers to take necessary actions (i.e., extend/close-out, sub-obligate funds) to the instrument. As the OSSD lead on instrument close-outs, the incumbent assists activity managers to take timely action to close-out assistance and acquisition instruments, and account for final vouchers and property. As the OSSD focal link with OAA, the incumbent responds to contracting issues relating to budgets and financial matters. The incumbent assists OFM with analysis of proposed costs for prospective partners (i.e., reviewing cost analysis).

D. Other Duties as Assigned

The incumbent supports the OSSD Director and Program Officer in the management and monitoring of the overall OSSD portfolio. The incumbent assists in the development of Mission reports and data gathering; takes part in analyzing and evaluating many of the proposals and other submissions that come to OSSD; and coordinates meetings and visits with counterparts and other donors.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: The position requires a bachelor's degree in business, economics, accounting, or business administration.

Work Experience: The incumbent must have at least four years of relevant work experience which demonstrates increasing responsibility for analyzing and evaluating program and budget issues, professional accounting, auditing, or other financial management activity, coordination and guiding multifaceted analytical and project management efforts for a complex international assistance organization. At least two years of experience with a U.S. Government agency or an international donor organization in an accounting or financial management capacity is desirable.

Language Proficiency: Level III (Good Working Knowledge) speaking/reading of English is required and Level IV (Fluent) speaking/reading of Dari and Pashtu is required.

Job Knowledge: The incumbent should possess a thorough understanding of professional accounting principles, theories, practices and terminology. The incumbent will be expected to demonstrate familiarity with GIRoA's and the donors' development programs and strategies that are working to promote service delivery and education in Afghanistan. Knowledge of U.S. Government legislation, USAID programming and budget policies, methodology, procedures, and documentation related to development assistance is desirable.

Skills and Abilities: Strong skills in financial analysis and management are required. The ability to identify, locate, analyze, and evaluate relevant data is required. The ability to organize and present program information into appropriate written and oral formats is critical. The ability to explain and defend USAID/Afghanistan's programs, budgets, policies, objectives and procedures is essential. Sound knowledge of Microsoft applications (MS Word, Excel, Power Point, and Outlook) and electronic information handling is required. Must be highly organized, have exceptional interpersonal, communication (verbal and written) and leadership skills, and be able to work in a team environment and under pressure.

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 (Budget) (OSSD1464)**

ANY/ALL application submissions after the closing date of July 24, 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 encouraged to apply.**

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