



Solicitation is open to: Afghan Nationals ONLY
Position Title: Project Development Specialist (Regional Coordination)
Type of vacancy: Multiple
Opening date: September 02, 2014
Closing date: September 17, 2014
Vacancy announcement #: USAID/306/14/72/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 Project Development Specialist (Regional Coordination) in the Office of Program and Project Development (OPPD).

BASIC FUNCTION OF THE POSITION:

As a member of USAID/Afghanistan's Strategy and Coordination Team, the Project Development Specialist (Regional Coordination) will lead the Mission's relationship with USAID staff in field locations and provide regional expertise to USAID's project cycle, particularly in project designs, portfolio reviews, and applying lessons learned from evaluations. He/she will engage with key partners in Afghanistan's regions, such as local officials, civil society, and businesses as appropriate. Reporting to the Regional Coordination Officer, s/he will also act as a key advisor on regional coordination activities and plans; and will also undertake assessments and provide policy recommendations and briefings to the Deputy Director for Strategy and Coordination.

The position serves as the in-house subject matter expert on Afghanistan's regional characteristics, and as a key advisor on regional best practices and lessons learned. S/he is the primary interlocutor between the Mission in Kabul and USAID staff in field locations around the country. S/he will manage a broad range of key activities including conducting in-depth analyses of past and existing programs and projects through a geographic lens, and advising the Mission about applying lessons learned to current and future programming. S/he will prepare analytical reports including recommendations on courses of action for addressing constraints and exploring opportunities for consideration by the USAID Mission. S/he is the Mission's representative at various forums on knowledge management and best practices.

MAJOR DUTIES AND RESPONSIBILITIES

At the FSN – 10 level (Full Performance):

Regional Coordination activities:

The position leads the Mission's efforts in managing regional coordination activities. This includes maintaining the Mission's relationship with USAID and other U.S. Embassy field staff, promoting two-way communication between Kabul and field staff, deepening linkages among technical projects

working in common geographic areas, engaging local partners in the regions, such as officials, civil society, and businesses, and coordinating with the Embassy's cadre of regional FSNs.

Regional Analysis:

The incumbent will track regional developments in the press, cultivate linkages with local contacts outside of Kabul, including political leaders, journalists, other media figures, civil society, business leaders, and others, and coordinate closely with USAID technical offices in order to be thoroughly familiar with USAID programs in the regions. S/he is expected to advise the Mission on regional dynamics, including political, economic, social, and security issues as they relate to USAID projects; and will extract regional lessons learned from evaluations, final reports, audits, other open source documents, and report the lessons to Mission leadership and technical offices in order to ensure that lessons are applied to future programming.

Knowledge Dissemination:

The incumbent will collect regional information relevant to USAID programming and will integrate any/all such information into the project cycle. S/he will maintain and update sector templates semi-annually and will disseminate them to technical teams; and will also introduce templates at new staff orientations, ensuring their use in project designs and portfolio reviews. Prior to each portfolio review, the incumbent will facilitate region-based presentations for COR/AORs with regional projects, presenting on political dynamics, powerbrokers, economic data, social indicators, geographic uniqueness, and latest developments from the press; and will integrate regional perspectives and best practices into project designs and increases the relevancy of evaluations by organizing project post-mortems in consultation with technical offices and the M&E unit.

At the FSN-9 Level (Trainee):

Major duties and responsibilities:

The Project Development Specialist (Regional Coordination) performs the same duties as above but at a lower level of responsibility and autonomy supporting the day-to-day activities of the section. The Project Development Specialist (Regional Coordination) may be under the supervision of an FSN-10 Project Development/Management Specialist or will manage a smaller portfolio under close supervision.

This position is a part of an established career ladder, which provides for the potential to progress to the FSN-10 grade level. There is no potential for the Job Holder to become a permanent FSN-09 in this work assignment. Attainment of higher grade levels is contingent upon the Specialist (Trainee) successfully completing required training, meeting agree-upon objectives and milestones, and performing in a Fully Successful (Good) manner. Promotion to the target FSN-10 grade level is not mandatory, and failure to achieve those high levels of performance may be the basis for dismissal.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Minimum of a Bachelor's degree in public administration, international development, political science, sociology or other related social sciences field is required. **NB: Additional education may NOT be substituted for Experience.**

Prior Work Experience: The incumbent must have at least a minimum of five (5) years relevant work experience in the implementation and/or management of development activities/projects with a demonstrated professional experience in the area of international aid and development assistance work with donor organizations, government institutions, the World Bank, or other private non-governmental institutions. **NB: Additional experience may NOT be substituted for Education.**

At the FSN-09 Trainee level:

Four years of progressively responsible work experience in professional in the implementation and/or management of development activities/projects with a demonstrated professional experience in the area of international aid and development assistance work with donor organizations, government institutions, the World Bank, or other private non-governmental institutions.

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

Job Knowledge: The incumbent must have expert knowledge in the context of international aid and development activities in Afghanistan. Incumbent must have a comprehensive knowledge of good governance concepts, principles, practices and standards; the role of civil society, constitution, laws and policies of the Afghan Government, with a detailed understanding of Government of Islamic Republic of Afghanistan's (GIROA) financial planning, formulation, and execution. The incumbent is required to have the ability to establish and maintain contacts with high-level GIROA officials and influential persons, grantees, civil society, and private sector leaders.

Skills and Abilities: The incumbent must possess competency in using MS Office Suite; must be able to manipulate various databases and be able to manage complex information to work on significant operations. Incumbent must be able to understand and convey technical matters across sectors, within the political and operational environments of the government and to local officials in order to give detailed and elaborate analyses of USAID/Afghanistan's programming activities in Afghanistan regions as well as lessons derived from this programming to Mission personnel.

The incumbent will be required to handle many overlapping tasks with changing priorities or heavy disruption. The incumbent must have the ability to analyze and prepare technical reports and must be able to write cogent and comprehensive concept papers for USAID leadership. Incumbent must have the ability to facilitate and influence dissenting views in open forms to consider regional characteristics and best practices into programming by presenting facts. Incumbent must also be able to analyze and solve complex problems independently while still working as a member of a team.

Demonstrated ability to make presentations logically and persuasively to USG and Government of Afghanistan officials is needed. Incumbent must have a developed interpersonal skill with tact and diplomacy and work closely with all USAID technical teams, field staff, and Afghan officials.

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 Development Specialist (Regional Coordination) (OPPD1472)**

ANY/ALL application submissions after the closing date of September 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://www.state.gov/documents/organization/136408.pdf> and/or
- 3. A current resume or a curriculum vita 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 candidates are strongly encouraged to apply.**

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