



Solicitation open to: Afghan Nationals Only
Position Title: Project Management Assistant (DG)
Type of vacancy: Single Position
Opening date: December 15, 2014
Closing date: December 29, 2014
Vacancy announcement #: USAID/306/15/08/ODG
Work Hours: 40 hours (Full time)
Position Grade: FSN-08

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Project Management Assistant (DG) in the Office of Democracy & Governance (ODG).

BASIC FUNCTION OF THE POSITION:

The Office of Democracy and Governance has four Technical Teams: Governance; Rule of Law and Anti-Corruption; Justice, Elections and Political Parties; and Civil Society and Media. The Project Management Assistant will be assigned to the Rule of Law (RoL) Team and work under the supervision of the Office Director/Deputy Directors and/or the RoL Team Leader. The incumbent is responsible for providing administrative and technical support in the management of ODG assistance programs under the guidance of the Rule of Law Team Leader.

Serving as the fully qualified Project Management Assistant, the incumbent will be responsible for tracking and reporting on assigned democracy and governance program activities executed by the RoL Team. The incumbent will be an active participant in planning and preparing new undertakings that engage and integrate USAID/Afghanistan cross-cutting development priorities in ODG programs. In addition, the incumbent will maintain and update USAID/Afghanistan's program information systems as pertains to ODG activities, prepare necessary program implementation documents, and assist ODG staff in all phases of democracy and governance program planning, implementation, and evaluation processes and functions.

In this position the incumbent may manage small projects, of a non-critical nature, independently. S/He monitors project progress through the review of periodic written reports from implementing partners and conducting site visits. The incumbent will identify problems encountered and initiate necessary action to resolve those problems; draft required project documentation and periodic reports; and be prepared to make oral and written presentations on the project's status to interested parties.

a. Program/Project Design and Management:

As Program Management Assistant, the incumbent provides administrative and technical support to designated ODG activity managers and respective Contracting/Agreement Officer Representatives (C/AOR) in managing USAID/Afghanistan development. Under guidance from C/AORs, the incumbent prepares standard USAID/Afghanistan program management documents, correspondence, procurement documents, and maintains ODG program files

b. Supporting Mission Strategy:

As assigned by the Technical Team Lead, and after receiving necessary training from

USAID/Afghanistan, assists in reviewing Mission activities for compliance with U.S laws, USAID regulations and policies, international laws, and bilateral international agreements between the U.S. Government (USG) and the Government of the Islamic Republic of Afghanistan (GIROA). S/He contributes to the drafting of performance reviews and other required reports as assigned. Within ODG, s/he participates in strategy and program reviews and comments on other activity managers' project documents as requested. S/He assists in drafting technical justifications for new activities and/or for changes to ongoing activities and programs. Coordinates with other Mission teams when their programs intersect with democracy and governance assistance objectives and provides input on DG issues as necessary.

c. Country Analysis and Program Reporting:

S/He supports senior development professionals (including U.S., Third Country National and Foreign Service Nationals) by performing a variety of research, analytical and reporting functions across the full range of development assistance competencies. S/He draws on host-country and original source material to provide analysis; reports on general trends of democracy assistance activities in Afghanistan; and provides reporting in the specific area of responsibility of the Technical Team to which assigned. S/He participates in the drafting of annual and semi-annual performance reviews, Notifications to Congress, briefing memoranda and other required reports, as assigned. In coordination with implementing partner representatives and other knowledgeable/interested parties, prepares briefing materials for U.S. and host nation officials on the state of democracy development in Afghanistan, needed reforms, counterpart actions, constraints to progress, and other related issues.

d. Administrative support:

Incumbent supports the Office Director and Deputy Directors in the management and monitoring of the overall ODG portfolio. S/He assists in developing various reports, responds to inquiries, and coordinates meetings and visits with counterparts and other donors as required. S/He also serves as interpreter for high level visitors to project sites and other duties as assigned by the ODG leadership.

QUALIFICATIONS REQUIRED:

Education: Completion of two years diploma education in business administration, management, economics, international development, social studies, liberal arts or other related fields is required.

Experience: A minimum of two (2) years of progressively responsible work experience in the fields of administration and/or management support with a development entity involved in programming design, management and implementation is required. Prior experience with the USG, international firm or donor agency is highly desirable.

Language: Level III (Good working knowledge) speaking/reading English and Level III (Good working knowledge) speaking/reading Dari and/or Pashtu is required.

Knowledge, Abilities and Skills: A thorough knowledge and understanding of the Afghan government, its institutions and practices and understanding of the current political situation is necessary. Contact with appropriate government officials is desirable. This must be complemented by subject knowledge of 1) the country's economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. Knowledge of statistical methodology and techniques is preferred. Must have knowledge, or the potential to acquire such knowledge of USG legislation relating to development assistance, USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

Incumbent must have the ability to organize, analyze and evaluate a variety of data and present it in concise written and oral form; under limited supervision, be able to assist in planning, developing, managing and evaluating important programs and projects; and furnish information and perspective in assigned areas with detachment and objectivity. The incumbent must be able to interact effectively with implementing partners, Afghan government counterparts and key interlocutors in the non-governmental arena. Must be able to accurately record and convey information from these parties to USAID officials. Ability to function as part of a team and excellent computer skills (Microsoft Office Suite) are required.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to AfghanUSAIDjobs@state.gov with a **Subject line: Project Management Assistant DG (ODG1508)**

ANY/ALL application submissions after the closing date of December 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 only open to Afghan Nationals Only.
- 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**