



Solicitation is open to: Afghan Nationals Only
Position Title: Development Program Specialist (Budget)
Type of vacancy: Single
Opening date: October 15, 2015
Closing date: October 29, 2015
Work hours: 40 hours (Full time)
Position Grade: FSN-11
Vacancy Announcement USAID/306/16/03/OPPD

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan is seeking applications from qualified Afghan Nationals to provide personal services as a **Development Program Specialist (Budget)** under a personal services contract described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Development Program Specialist (Budget) will be responsible for managing or performing a wide-range of Mission budget actions including but not limited to out-year budget planning, Congressional Notification, Operational Plan coordination and submission, allowance processing, budget change management, reconciliation, and annual, quarterly, and ad hoc budget reporting and analysis. The incumbent supervises three Office of Program and Project Development (OPPD) Budget Specialists, serves on the Mission Budget Working Group, and reports to the Senior Development Program Specialist (Budget) FSN-12.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Mission Budget Requisition, Planning, Notification, and Obligation

The incumbent is responsible for:

- Working with the three OPPD Budget Specialists who each support two Technical Offices to ensure all out-year budget requests meet the needs of the Mission's program and follow the official guidance from the State Department's Director of Foreign Assistance (FA), the USAID Bureau of Resource Management (BRM), and USAID the Office of Afghanistan and Pakistan (OAPA).
- Analyzing new fiscal year guidance on the annual out-year budget request, the Mission Resource Request (MRR), under the U.S. Embassy's Integrated Country Strategy (ICS) and coordinating the drafting of the MRR.
- Analyzing new fiscal year Congressional Budget Justification (CBJ) guidance and coordinating the drafting of the initial CBJ as well as its clearance through the Mission.
- Analyzing new fiscal year Operational Plan (OP) guidance and then coordinating the drafting, editing, and completion of the relevant budget sections of the annual OP.

- Coordinating the drafting, clearance, and transmission of all base documentation including Strategic Objective Agreement (SOAG) amendments, Implementation Letters (ILs), and other correspondence with the Ministry of Finance as needed. These documents include both financial data tables and program narratives.
- Analyzing new fiscal year appropriations language and drafting the initial version of the Mission's Congressional Notifications (Country Budget Narratives).
- Maintaining high-level contacts at the Ministry of Finance including the Director Generals of Policy and Program Implementation, Budget, Aid Management, and Treasury.

2. Mission Program Budget Implementation, Monitoring, and Analysis

The incumbent is responsible for:

- Building the technical capacity regarding USAID and USG annual budgeting across the six technical offices through regularly scheduled training and hands-on budget work.
- In direct coordination with the Office of Financial Management (OFM), Office of Acquisition & Assistance (OAA), and budget specialists from the Mission's six technical offices, facilitating the preparation of OPPD's contribution to the Mission's Quarterly Financial Reviews (QFRs) and the analysis needed to provide recommendations to Mission Management as to optional courses of action.
- Ensuring that decisions agreed upon during QFRs are followed up and completed, registering them when they are, and reporting progress to all Mission stakeholders.
- Providing expert analysis of QFR data for the six Mission technical offices regarding budget preparation for Project Appraisal Documents, new project and mechanism designs, cost estimates, and expenditure trends
- Supervising three OPPD Budget Specialists as they provide budget backstopping across the range of project design, planning, and implementation including daily reconciliation of the budget tracking tool OPS Master with the Agency's Phoenix accounting system, and the management and registering of un-sub-obligated pipeline, project mortgages, project and SOAG close out, de-obligations, accruals, open commitments, and reprogramming of funds by Objective, Program Area, Program Elements and implementing mechanism budget change notices.
- Ensuring compliance with the USAID budget policies, adherence to the Agency's forward funding guidance, and Congressional appropriation legislation, thereby facilitating program implementation.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Possession of a bachelor degree in business administration, public administration, economics, finance, or related social science field is required.

Prior Work Experience: A minimum of five years prior experience in project development, monitoring and evaluation, social sector development or economics is required which includes analysis and interpretation of policies, procedures, data, and presentation of findings in written and oral form with governmental, bilateral or multilateral agencies.

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

Job Knowledge: General knowledge of the function and operation of foreign aid programs, particularly in the Afghanistan context, in-depth familiarity with the NGO and development community. A thorough understanding of the substantive elements of USAID's design and implementation policies and regulations as well as monitoring and evaluation processes is desirable. Must be able to obtain, analyze and evaluate complex data and to prepare precise and accurate reports and analyses of information. Broad knowledge of accounting and internal control processes is required.

Skills and Abilities: The incumbent must be able to develop and maintain both internal and external contacts, including technical offices, the Regional Legal Advisor, Contracts Officer, and representatives of government and non-government participating organizations. The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission. Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required skills.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Development Program Specialist (Budget) (OPPD1603)**

ANY/ALL application submissions after the closing date of October 29, 2015 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 candidates are strongly encouraged to apply.
- Ø Applications submitted as RAR files will not be accepted by the system.

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