



**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Project Development Specialist (Gender)  
**Type of vacancy:** Single  
**Opening date:** November 18, 2015  
**Closing date:** December 2, 2015  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-12

**Vacancy announcement #:** USAID/306/16/06/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 **Project Development Specialist (Gender)** under a personal services contract described in this solicitation.

#### **BASIC FUNCTION OF THE POSITION:**

The Project Development Specialist(Gender) will be considered as the senior Foreign Service National (FSN) Gender Advisor and resource person on matters related to gender. As the Mission's recognized gender expert, the incumbent provides strategy and implementation support and technical assistance and resources to successfully integrate gender throughout the design, implementation, and evaluation of USAID/Afghanistan's activities. The incumbent also works strategically to develop the capacity and skills of Mission staff and key partners in gender programming and counter trafficking in persons. The incumbent serves as the Mission's principal gender donor liaison on coordination to facilitate the Mission's engagement and ability to influence donors, and the highest levels of the Government of Islamic Republic of Afghanistan (GIRoA) on policy issues, and enhance aid effectiveness with regard to gender equality and women's empowerment.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

The position will be responsible for developing capacity of the Gender Unit staff and Mission technical offices, reporting for internal and external audiences including Congress, coordinating, tracking and ensuring that USAID/Afghanistan's broad and ambitious development assistance portfolio is in compliance with USAID and United States Government (USG) gender policy, regulations and earmarks. The incumbent will be responsible for proactively reaching out to key government (GIRoA, USG and USAID) and private sector entities to increase awareness and engage in policy issues and formulation. Furthermore, the incumbent and Unit will prepare documents for Mission decision making, as well as updates on gender policies and programs and regular public outreach documents, including success stories for broad distribution. The incumbent will be recognized as the Mission's senior most authoritative person on gender issues. Minimal technical supervision is anticipated for these important tasks.

The incumbent will work closely with all technical offices, USG inter-agencies (including the military), and will consult regularly with beneficiaries, implementing partners, other donors, and relevant GIRoA officials and Ministries (including police and military), at both the central and decentralized levels of government to help integrate gender issues within the Mission portfolio. As such, the incumbent will provide expert guidance on policies, strategies, programs and activities. The incumbent will provide a full range of consultative, information-gathering, analytical, evaluative and written technical services of broad scope and complexity on these issues.

The incumbent must be able to think and operate strategically and programmatically, analyzing complex situations in order to assist in the development of USAID strategic plans and programs, and assessing the impact of host country policies and practices on USAID programs, as well as USAID programmatic impact related to gender. The incumbent must also be able to write clearly and convincingly and produce high quality and convincing written products, for many different audiences (including the USAID/Afghanistan website, Congress and external stakeholders), with short deadlines. A commitment to, and strong capability in, local capacity-building is essential.

### **Project Design and Management:**

As the supervisor of staff in the Gender Unit, the incumbent will directly serve and manage the following:

Team Lead and Contracting Officer's Representative (COR) for the PROMOTE project, a 5-year Indefinite Delivery Indefinite Quantity (IDIQ) with multiple task orders for up to \$416 million. The PROMOTE project is the largest single funded commitment to gender programming in all of USAID with an opportunity to allow for possible contributions of up to \$200 million from other interested international donors. The incumbent serves as the Contract Officer's Representative (COR) for the 5-year, \$41.9 million Task Order under the above mentioned PROMOTE project, a 5-year \$41.9 million Women Leadership Development project; Agreement Officer's Representative (AOR) for the 3-year, \$14 million cooperative agreement, Ministry of Women's Affairs Organization and Restructuring and Empowerment (MORE) project. The incumbent will also design, lead and function as AOR for the Counter Trafficking in Persons (CTIP) project, a \$10.7 million initiative. Overall management responsibility for the Participant Training Program for the Mission and TraiNet database management, serves as the Alternate R2 Approver in the data system.

In this position, incumbent will:

- a) Act as A/COR (assuming adequate certifications exist), until such time that the additional Locally Engaged Staff (LES/FSN) are trained, for the Mission's grants and contracts in support of gender. In that capacity manage, monitor and provide oversight to the grantee and/or contractor to ensure program progress, results and impacts. At present, these primary gender projects are both grants and contracts are housed in the Gender Unit under the Office of Program and Project Development with total approximately of \$50-\$100m per year for primary gender programming.
- b) Coordinate with other USAID/Afghanistan technical offices and provide input to ensure that gender is emphasized appropriately in the relevant technical portfolios, chair the Mission's Gender Working Group; co-Chair the Interagency Working Group on Gender; and, participate and represent USAID in relevant donor working groups on gender.
- c) Provide programmatic guidance and support for all USAID activities including reviewing all Action Memos, Activity Approval Documents and proposals.
- d) Provide guidance on indicators, performance monitoring plans and work plans related to gender, as required by agency policies and requirements, and
- e) Require the tracking and evaluation of such indicators, performance monitoring plans and overall work plans. This information will likely be presented to outside audiences.

### **Gender Advisor and Capacity Building:**

The incumbent serves as the Mission's senior gender expert and resource person on matters related to USAID's Gender Policy, requirements and best practices to ensure that all Mission activities (80 active awards and 70 presently in design) comply with the relevant Automated Directives System and related policies. The incumbent will provide a full range of consultative, information-gathering, analytical, evaluative and written technical services on gender issues.

The incumbent guides and supports the Senior Management Team and Technical Office (TO) teams in the development of strong gender analyses for new activity designs.

The incumbent advises Mission Management, Office Directors, Team Leaders and Activity Managers, including coordination with the HR Office, on matters where gender mainstreaming and awareness is critical. The incumbent provides gender resources and contributes technical assistance for USAID's implementing partners and the Department of State on policy issues and key actors influencing gender in Afghanistan. The incumbent also works strategically to enhance the awareness, knowledge, and overall capacity of Mission staff and key partners on gender and counter trafficking in persons issues.

Train and mentor Locally Engaged Staff (LES) in the unit to ensure that by the end of one year, the LES staff have received sufficient training to successfully assume regular Agreement/Contracting Officer's Representative (A/COR) responsibilities to monitor and manage any mission grants and contracts in support of gender. Provide orientation, instruction and mentoring to the LES in preparing written products and verbal presentations on gender issues, as well as guidance to the program office, the gender team and technical office staff in all agency policies and requirements related to gender issues and tracking of related earmarks. Ensure that Mission Technical and Provincial Reconstruction Team (PRT) staff is included in the orientation and policy issues related to gender and earmarks as well as other USAID priorities.

Assist the Ministry of Women Affairs and other related Ministries (both at the national and provincial levels), including but not limited to the Ministry of Foreign Affairs, Ministry of Public Health, Ministry of Education, Ministry of Rural Rehabilitation and Development, Ministry of Mines and Ministry of Agriculture, Irrigation and Livestock and local NGO's in advocacy to support the role of women and other gender programming issues to guide the dialogue to enable the above stated Ministries and other entities to move their mandate and other GIROA national Gender and Women's Empowerment policies forward.

Advise Mission management on gender issues and the way forward (both short and long term) in ensuring gender equity and women's empowerment and effective participation in the country's development. The incumbent must stay abreast of all Mission wide responsibilities to ensure that all relevant earmarks are met and tracked.

Provide regular reports, information and updates to the USG on gender issues. The incumbent will act as the Mission's liaison point person to the external entities in the donor and the government system.

### **Donor Coordination, Technical Expertise and Reporting:**

The incumbent serves as a gender donor coordination representative to facilitate the Mission's engagement and ability to influence donor and Government of the Islamic Republic of Afghanistan's (GIROA) policy issues and enhance aid effectiveness with regard to gender equality and women's empowerment. Given that PROMOTE has a ceiling of \$416 million including up to \$200 million from other donors, the incumbent will liaise directly with other donors on potential collaboration and co-funding of PROMOTE task orders. To fulfill his/her responsibilities, the incumbent regularly represents USAID with highest levels of officials from the GIROA, international organizations, and other donor agencies. The incumbent serves as a senior advisor to the Mission on relations between donors, especially on issues related to gender and aid effectiveness, providing critical insight into the operations of the Gender Donor Coordination Group.

The incumbent will stay abreast of gender issues relevant to the USAID's portfolio and will attend events in Afghanistan, Washington, D.C. and elsewhere which highlight gender issues. The incumbent is USAID's senior representative for all delegations related to gender and will be required to serve as a liaison and main briefer for high profile delegation visits to USAID/Afghanistan programs, including arranging events, meetings and site visits;

The incumbent will be USAID's primary representative (with back up support provided as needed from Unit staff at donor and government coordination and advisory meetings and working/thematic groups that might be formed or exist to coordinate and discuss gender issues;

The incumbent will prepare frequent updates, including those from various committees and working groups, and will be required to respond quickly and effectively to ad hoc requests for information from Mission leadership as well as frequent and regular reporting, including pieces for distribution to Congress and other stakeholders as well as posting on the Mission's website. This requires working closely with all relevant sectors and technical teams to ensure timely progress reports, vignettes and photographs – including success stories to best capture USAID progress on these important issues;

The incumbent is responsible for monitoring and reporting in a timely manner on Congressional Earmarks on gender and will assist Mission management and technical offices on other cross-cutting issues as needed. The incumbent will work closely with other USAID/Afghanistan technical offices to ensure that relevant earmarks are being met, allocated and spent appropriately;

In support of the above, the incumbent will make field visits to ensure that gender programming and mainstreaming in Mission projects are adequately integrated in various technical projects in the field;

The incumbent will serve as the information repository for issues on gender themes, and stay up-to-date on information regarding these themes; i.e. State Department reports, international organization reports, surveys and programs – working closely with USAID's Information Unit, etc. to ensure accuracy and credibility;

The Gender Unit will work closely with all technical teams, but liaise particularly closely with the Monitoring & Evaluation, Cross Cutting Issues and Stabilization Units as all three hold equities surrounding gender.

#### **Administrative, Outreach and Communication Responsibilities:**

Incumbent will be proactive in working with civil society groups and the relevant ministries to enhance awareness and the importance of addressing gender issues related to policy formulation and implementation. Furthermore, the incumbent will play an active role in briefing high level visitors on USAID/Afghanistan activities as they relate to assistance to women/girls issues.

The incumbent and Unit will be USAID's primary liaison with high-level GIRoA Officials, maintaining frequent contact and arranging meetings for the Mission Front Office: Deputy Mission Directors and the Mission Director. Incumbent, as the Senior FSN gender advisor, will assist the Mission with all delegations related to gender and will Afghanistan programs. As part of the OPPD team, provide support to the Program Office on other tasks as be required to serve as a liaison for high profile delegation visits on USAID/ required by the Office Director to enhance office-wide performance and completion of office-wide tasks as needed.

#### **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Incumbent must have a Master's degree in any of the following streams: gender, law, social development studies, social-anthropology, human rights, cultural heritage studies, history, social work or any other closely related social science field.

**Experience:** Incumbent must have a minimum of 7 years of experience in working with gender or women-related issues in either the public, private or academic sectors. Work experience must demonstrate the following responsibilities: a) demonstrated ability to train and mentor staff in taking greater responsibilities for project management and monitoring; b) demonstrated ability to effectively work with host government organizations and policy makers to advance gender issues at the policy level; c) demonstrated ability to manage gender or women-related programs, e.g. with international organizations, private sector firms or NGOs; d) demonstrated ability to prepare documents and reports on a timely and regular basis for management and other stakeholders;

and e) experience in outreach and communication to advance gender issues. Experience in working with USAID projects would be preferable.

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

**Knowledge, Abilities and Skills:** Incumbent must have general knowledge of the function and operation of foreign aid programs, particularly in the Afghanistan context, and familiarity with the development community. A good knowledge of gender and counter trafficking in persons issues within the aid effectiveness framework. The incumbent must be able to travel and interact independently with local communities on culturally sensitive issues such as enhancing the role of women in decision-making. Incumbent should be able to develop and maintain contacts with officials throughout the Mission and with external partners. The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission and from Washington. Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required. The incumbent should be able to function in a high stress working environment. A high degree of professionalism, team work and demonstrated outstanding interpersonal skills is a must in addition to sound judgment to make independent decisions. In-depth understanding of the Afghan context and understanding of gender dynamics and complexities is highly desirable.

## **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [AFPACJobs@usaid.gov](mailto:AFPACJobs@usaid.gov) with a **Subject line: (Project Development Specialist (Gender) (OPPD1606)**

**ANY/ALL application submissions after the closing date of December 2, 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://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.

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