



Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist
(Natural Resources Management)
Type of vacancy: Single
Opening date: November 09, 2015
Closing date: November 23, 2015
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/16/09/OAG

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 Management Specialist (Natural Resources Management)** under a personal services contract described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Project Management Specialist (Natural Resources Management) provides expert advice and support to USAID/Afghanistan Office of Agriculture (OAG) in developing, planning, implementing, managing, and monitoring the Mission's agricultural water and irrigation programs. The Incumbent must have experience and technical knowledge in irrigation, natural resources management, be familiar with USAID or other donor procedures and processes, have the ability to liaise and work directly with counterparts at the Government of Islamic Republic of Afghanistan (GIROA) Ministries, and independently carry out functions of this position based on general procedure guidelines and strategic/policy direction from the Natural Resources Team Leader.

MAJOR DUTIES AND RESPONSIBILITIES:

The Project Management Specialist (Natural Resources Management) will have the following responsibilities:

Advise the Agricultural Development Officer (Team Leader for Natural Resources Management), OAG senior management, and relevant office staff, and Mission management regarding agriculture, irrigation, livestock, natural resources, water and environmental management and development issues in Afghanistan. Under the general direction and supervision of the Agricultural Development Officer (Team Leader for Natural Resources Management), or his/her designee, the incumbent will assist in managing and resolve technical and implementation issues pertaining to agricultural water and irrigation programming, and natural resources management and may serve as the Agreement/Contracting Officer's Representative (AOR/COR) for planned water and irrigation programs within the Office of Agriculture.

The incumbent will provide support in the management of planned water-related programming which includes efforts to strengthen governance and the enabling environment resulting in a stronger water related regulatory framework, increased resiliency and sustainability of water supply for agricultural production in rain fed, irrigated, and livestock systems, improvement in agricultural water demand and supply management, and efficient use in rain-fed and irrigated crop production and livestock production systems.

The incumbent supports the management of programming planned in the area of water and natural resources planning and management. In addition, through close coordination with the Ministry of Agriculture, Irrigation and Livestock (MAIL) counterparts will be required to ensure capacity to develop and manage on-budget program activities that are mutually agreed upon to meet program objectives and coordinates and integrates activity development between MAIL and USAID contractor/s implementing program activities.

The incumbent will provide an oversight and monitoring of field activities and ensures that these activities are coordinated with, complimentary to, and supportive of the assistance activities of other USAID programs and other U.S. government agencies. The incumbent also ensures that the design and implementation of all USAID activities are coordinated with MAIL counterparts, international organizations and donor activities in Afghanistan. The incumbent will be required to provide technical subject matter level expert support in all areas and activities related to water including water regulatory policy development, water supply and storage system development, and water demand management strategies that lead to more efficient and productive use of water.

As per the direction received, incumbent maintains a high level of contact with MAIL's Directorate of Irrigation, MAIL staff and consultants, international organizations, other donors, and other USG agency representatives in Afghanistan while providing input on strategies for the design, management and implementation of water and irrigation programming. The incumbent tracks progress toward achieving the goals of USAID agricultural water and irrigation programming in Afghanistan and participates in the reporting for the Mission Performance Plan, annual reports, Congressional notifications, and other strategic planning and reporting documentations for Afghanistan; provides technical guidance on water and irrigation activities in Afghanistan including: work/task prioritization; expediting activity implementation; identifying and resolving program issues; monitoring development activities to insure that they are carried out in a technically-sound, timely, and cost-effective manner; and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.

Manages program activity monitoring, performance monitoring plan, strategic objectives, and intermediate results data collection according to USAID/Afghanistan Mission policies and conducts field visits in support of proper management of these responsibilities; and will continuously gather and report on information about watershed management and irrigation activities and implementation and report to the team leader (supervisor) regularly. The incumbent engages and assists with the preparation and submittal of all relevant reports and requests for information including Congressional notifications, budget preparation, public information requests, public events, and other requirements as they arise; tracks activities, prepares documentation and organizes and maintains records; provides support to the Team Lead in budget management, pipeline and voucher review and approval, and other related information. The incumbent convenes and leads meetings as needed to address water, irrigation and natural resources management program activities, budget and implementation issues; and prepares meeting agendas and minutes as required; interprets and translates from English to Dari/Pashtu and Dari/Pashtu to English in meetings and will be expected to translate various written technical and policy related documents as required.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A Bachelor's Degree in water resources, civil and/or environmental engineering, forestry, environmental science, natural resources management, or closely related fields is required.

Experience: Incumbent must have a minimum of three years of progressively responsible experience working on an irrigation/water or natural resources project management to include technical program management, implementing irrigation of natural resources management in multilateral development programs, with donor organizations, government/non-government NGOs, United Nations, diplomatic missions and/or International agencies.

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

Knowledge, Abilities and Skills: The candidate should have a strong background in and understanding of irrigation and natural resources management best practices. Must have good knowledge, or the potential to acquire such knowledge, of USAID procedures, processes and regulations; familiarity with Afghan water policy and the new Water Law; hands on experience using a collaborative community development strategy. The candidate should have a highly collegial and collaborative working style, and excellent mediation and negotiating skills. The candidate must be proficient in the use of word processing software, data management systems, and applications such as Microsoft Windows, Word, Excel, Outlook, as well as Internet and email applications. Must be able to show and demonstrated knowledge of Power Point.

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: Project Management Specialist (Natural Resources Management) (OAG1609)**

ANY/ALL application submissions after the closing date of November 23, 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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