



**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Project Management Specialist (Capacity Building)  
**Type of vacancy:** Multiple  
**Opening date:** January 31, 2016  
**Closing date:** February 11, 2016  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-10

**Vacancy announcement #:** USAID/306/16/17/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 (Capacity Building)** under a personal services contract described in this solicitation.

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

The position is a Project Management Specialist (Capacity Building) in the Human and Institutional Capacity Enhancement (HICE) Team of USAID Office of Agriculture (OAG). The incumbent provides broad spectrum of advisory, evaluative, analytical, strategic, programmatic and intellectual leadership in matters related to national and institutional capacity development in agricultural education, research and extension. The incumbent provides management oversight for several of the Missions' HICE activities.

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

1. Provides management oversight for the current USAID/OAG/HICE programs, as well as planning and preparing new ones. These programs are designed to strengthen Afghan agricultural faculties under the Ministry of Agriculture, Irrigation and Livestock (MAIL). These involve fostering and supporting USAID/Afghanistan collaborative undertakings and coordinating and working closely with international development partners with significant investments in Afghanistan's agricultural research, extension and education capacity development.
2. Close coordination and regular consultation with counterparts at the MAIL, particularly the Departments of Research and Extension in support of USAID/OAG programs and implementation of on-budget mechanisms. This includes working with MAIL to design activities, coordinate on implementation letter agreements, and monitor ongoing activities implemented by MAIL.
3. Works closely with other members of the HICE Team and the Monitoring and Evaluation (M&E) Team within USAID's Office of Agriculture to define and report on results from investments in agriculture activities designed to increase professional capacity of MAIL staff and research and extension services. This responsibility involves:
  - Elaboration of results frameworks;
  - Development and application of detailed Activity Monitoring and Evaluation Plans (AMEPs);
  - Development of periodic progress/performance reports, briefing materials, talking points, Title XII report, inputs into the development of Congressional Notifications, and draft press releases; and

- Provision of substantial assistance and advise to the HICE Team and OAG management on planning and achieving results to effectively support Agency and the Government of the Islamic Republic of Afghanistan (GIRoA), particularly MAIL's capacity development strategies, goals and objectives.
4. Advises Mission and OAG/HICE Team management and technical staff on possible programmatic problems or concerns related to internal and external factors, public policies, and other significant factors that may adversely affect successful implementation of HICE programs and projects, and recommend possible mitigating factors and/or potential solutions.
  5. Monitors the progress and achievements of national and institutional capacity development programs involving Afghan Agricultural Faculties, for consistency and alignment with the Agency and the GIRoA capacity development goals and objectives they support. Indicative roles/responsibilities include:
    - Assistance with the conceptual design of activities (projects), amendments and related statements of work;
    - Coordinates/leads the review of proposals for new activities as well as commitments, obligations and de-obligation actions;
    - Identifies results framework issues and contribute to the development of the Mission's periodic progress and performance reporting;
    - Reviews program/project details, strategic objectives, and intermediate results proposals and amendments for consistency with and relevance to approved Regional Bureau and Mission strategies and policies and make recommendations for further actions if requires;
    - Serves as an active member and facilitator of HICE program/project design team. This entails leading, facilitating and coordinating series of program/project design related tasks such as conducting feasibility studies, evaluations, and trend analyses; facilitating consultations and close collaboration with relevant internal and external constituencies and stakeholders; engaging public and private sector service providers to assist with such undertakings.
    - Convenes and leads meetings as needed (e.g. to address issues, for consultations, explore opportunities for mutually beneficial collaborative engagements with partners and colleagues, etc), and prepare meeting agendas and minutes as required.
    - Conducts or supports periodic assessments and site visits to monitor the program implementation and compliance with Agency regulations at the local and national level. Travel throughout Afghanistan will be required to monitor program activities.
  6. On behalf of the HICE, leads and facilitates information management and communications with internal and external constituencies and stakeholders. Indicative activities include but not limited to:
    - Researches and prepares response to questions and requests for information.
    - Tracks activities, conduct rigorous analysis and interpretation of program data, prepare documentation, organize and maintain records, and communicate results/findings to target/authorized audience through appropriate communication channels.
    - Prepares and disseminate general information on the results of the HICE programs to include obligations and disbursement data.
    - Assists HICE in maintaining liaison with GIRoA counterparts, development partners/donors, contractors and grantees, and other US Government agencies concerning HICE program issues.
    - Performs a variety of complex research, reporting, monitoring, evaluation, analytical, and administrative duties in support of the HICE program.
  7. Reviews HICE activities for compliance with USAID/Afghanistan Mission Orders pertaining to program assistance, managing for results, and activity approval; assists the HICE with procurement planning and ensure results are achieved in a timely manner and support HICE with critical interpretation/translation service (Dari to Pashtu and vice-versa and Dari/Pashto to English and vice-versa) when required.

## **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** A Bachelor's degree in agricultural sciences, institutional and human resources capacity development, business administration, economics or related fields is required.

**Experience:** A minimum of three years of progressively responsible experience in agriculture development; agricultural teachings, research, extension and education; rural development; agricultural program policy administration and/or capacity development; agricultural business management; or humanitarian assistance with either governmental institution or non-governmental institution or bi-lateral/multilateral donor organizations is required.

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

**Knowledge, Abilities and Skills:** A strong grasp of the policy, technological, cultural, social, political and institutional factors constraining the development of the agriculture sector and the public and private sector capacity to address them and a strong understanding institutional and human capacity policy issues constraining the private and public sector agricultural teaching and education service delivery and its consequences on sector production and productivity is required.

Ability to assume the initiative and work independently with minimum or no supervision and acuity in managing USAID-financed projects; ability to establish and maintain contacts and networks with USAID contractors, grantees, clients, counterparts in relevant host-government and private sector organizations to effectively lead and manage HICE programs is required. A strong ability to analyze USAID agreements, communicate their terms and conditions, review and critique related work plans and deliverables to ensure conformance; ability to work under pressure and produce results quickly, being sensitive to USAID relationships with the GIRoA, other donors, the Embassy, private volunteer organizations (PVOs), and private and public organizations in working with them; and strong interpersonal skills for dealing with diverse professional and support staff is required. Proficiency in effective use of MS Office Suite MS Word, MS Excel, MS Project and other regular use statistical analysis software packages, is required.

## **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Project Management Specialist (Capacity Building) (OAG1617)**

**ANY/ALL application submissions after the closing date of February 11, 2016 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.

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