



**Solicitation is open to:** Afghan Nationals Only  
**Position Title:** Project Management Specialist (Infrastructure)  
**Type of vacancy:** Single  
**Opening date:** January 24, 2016  
**Closing date:** February 4, 2016  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-10  
**Vacancy announcement** USAID/306/16/23/OI

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 **Project Management Specialist (Infrastructure)** under a personal services contract, as described in the attached solicitation.

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

The incumbent serves as a Project Management Specialist - Infrastructure in USAID Afghanistan's Office of Infrastructure (OI). The incumbent plays a lead role in developing USAID/Afghanistan projects in designated infrastructure disciplines, including water, energy, roads and vertical structures, and monitors work progress and prepares reports and other key documents for the (OI) Infrastructure Division Chief, program team leaders, and the Office Director. This is a mid-level professional position, playing an important technical role in the design, analysis, project development, project management and data collection for USAID/Afghanistan designated infrastructure activities. The incumbent establishes professional contacts and develops and maintains cordial working relationships with mid-level officials in both the public and private sectors, including Government of Islamic Republic of Afghanistan (GIROA) officials, industry and business representatives, consultants, non-governmental organizations (NGOs) and other donor agencies. In this capacity the incumbent has specific project development and management responsibilities. Working under direct supervision of the Infrastructure Office Chief or his/her designee, the incumbent serves as a project manager for one or more key infrastructure activities. This is a professional project management specialist position that requires hands-on technical skills, well developed inter-personal and management abilities, sound judgment, and ability to develop credibility within USAID and with Afghan government counterparts. The incumbent must work with established Agency policy guidance and exercise a high and constant degree of personal initiative. The individual must be able to set and meet deadlines in a complex organizational structure. The individual must also be able to work with a variety of actors and cultural backgrounds as well as be flexible in the face of changing circumstances.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Project Management:**

- In this role, the incumbent provides extensive technical support to design USAID/Afghanistan's infrastructure projects that meet Mission priorities, goals and objectives. The project designs will be based on review of GIROA policies, priorities and discussions with mid-level officials from the appropriate ministries, including Ministry of Energy and Water (MEW), Ministry of Economy, Ministry of Mines (MOM), Afghan Gas

Company, Ministry of Public Works (MoPW), Ministry of Finance (MOF) officials and with representatives from within OI, other Agency technical offices, to include Program and Project Development Office (OPPD).

- The incumbent designs and directs OI strategies in capacity building, technical assistance, and training initiatives to advance and facilitate designated sector initiatives based on previous experience, review of existing USAID/Afghanistan programs and those of other donors, in consultation with GIRoA officials, other donors and organizations. The incumbent communicates infrastructure programs goals and acquires and delivers relevant narratives, data, and reports regarding the progress of activities and programs.
- The incumbent manages projects to advance the Mission's programs by coordinating efforts of stakeholders, preparing scopes of work for various activities, and managing schedule, labor and financial resources. Gathers technical information and provides assistance in the preparation of document packages for requests for proposals (RFP), evaluation and selection of implementers for various sector projects.
- The incumbent serves as the Contracting Officer's Representative (COR), Agreement Officer's Representative (AOR), or Activity Manager, or serves as alternate, for one or more infrastructure projects and/or project components in OI's portfolio. Responsibilities include directing the work of implementing partners; monitoring and reporting on work progress; monitoring budgets, reviewing and approving invoicing, assessing performance, and overseeing project close-out and transfer to GIRoA. The incumbent prepares a variety of construction and project monitoring and planning reports in OI, as required and plays an active role in the development, implementation and evaluation of OI's growing and evolving infrastructure program.
- The position entails management of one or more infrastructure projects, including detailed technical information gathering, project planning, design and implementation, project performance monitoring, reporting and close-out. The position requires initiative and the exercise of independent judgment in activity planning, problem identification, and required follow-up actions. The incumbent interacts with engineers and project managers from a wide variety of contractors, advisors, and identified host country counterparts. The incumbent also coordinates with project implementing offices to translate recommendations into effective action plans. The incumbent must properly keep track of documents for official files, information records and database management for projects. In this position the incumbent participates in meetings constituted for review and appraisal of projects, and providing technical input on various issues with the assigned infrastructure projects; interact with key Afghan ministries, counterparts, and project implementation partners. Performing functions related to new project design/development in order to orient project focus in priority areas and areas of emerging needs.
- Participates in a variety of technical analysis; developing cost estimates, design criteria, institutional capacity assessments, equipment requirement projections, and training needs; provides technical and financial review and analysis of assigned projects, assess achievement of physical and financial targets, provides appropriate performance remedial recommendations to OI management.,
- Drafts and/or reviews OI documentation related to the assigned portfolio activities in regard to planning, implementation, and monitoring; as well as drafting/reviewing reports for USAID/Washington related to the assigned projects.
- Reviews contracts/agreements in consultation with the Office of Acquisition and Assistance (OAA) and provides guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets.

#### **B. Contract/Agreement Management:**

The incumbent is responsible for contract/agreement management and providing of technical guidance, coordination and monitoring to implementing partner staff for assigned infrastructure activities. The incumbent facilitates project coordination with contracting and contracted engineering personnel to drive projects to completion. The incumbent reviews project reports, visiting sites, and engaging in written and oral communications with project participants, and contractors; monitor work, reports on the implementing partner's work progress; monitors budget, reviews and approve invoices; assess implementing partner's performance; and, oversee project closeout and transfer to GIRoA, as appropriate.

### **C. Project Monitoring/Evaluation:**

The incumbent prepares scopes of work for projects and evaluation teams; interacting with and providing necessary assistance to visiting consultants; prepare evaluation documentation; participate in preparation of an annual performance report, which summarizes the achievements and results of the activity and its impacts in achieving Mission objectives. The incumbent further participates in portfolio reviews and providing Mission Senior Management and interagency partners with programmatic updates when required and provides project and activity status and achievement updates as necessary to serve as a means to enhance outreach and communication on activities related to assigned sector.

### **D. Program Strategy and Records Management:**

The incumbent maintains an up-to-date understanding of Afghan Government priorities and objectives in the area of mining, water, electrical power, roads, and buildings. With the assistance of colleagues, collects and analyzes data to determine those areas in which USAID assistance would have the greatest impact. In this regard the incumbent must be able advice on ways to reconcile sometimes conflicting United States Government (U.S.G) and Afghan Government objectives and cultural propensities. The incumbent also develops and supports the dissemination and discussion of information concerning the Mission's infrastructure programs through participation in seminars, workshops and conferences. The incumbent keeps track of documents for official files, information records and database management for assigned sector projects. The incumbent maintains electronic files and hardcopy as required by USAID regulations.

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

**Education:** The incumbent must have a Bachelor's degree in Engineering in any of the listed discipline: civil, mechanical, electrical, energy, industrial, hydropower or construction.

**Experience:** A minimum of three years of progressively responsible experience in project/contract management in of any of the specified engineering sectors that is civil, mechanical, electrical, energy, industrial, hydropower, structural, construction or construction management is required.

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

**Job Knowledge:** The incumbent must be able to demonstrate knowledge of civil or electrical engineering, particularly in the Afghanistan context, and a clear understanding of the policy, regulatory and organizational issues that are involved in various sectors related to infrastructure.

**Skills and Abilities:** Incumbent must have the ability to organize, analyze, interpret and evaluate information regarding infrastructure facilities and services including mining, hydrocarbons, power generation, transmission, and distribution, natural resources, vertical structures, and transportation. Ability to assume project management of engineering projects and to manage contractors to complete that work. Ability to communicate clearly and concisely orally and in writing, with all levels of personnel, both within USAID and outside are needed. Ability to prepare meaningful written reports and presentations for various purposes and function as part of a team is needed. Incumbent must have competency in using Microsoft Office Suite software including Word, Excel, PowerPoint, MS Project and familiarity in using engineering trade software 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 (Infrastructure) (OI1623)**.

**ANY/ALL application submissions after the closing date of February 4 , 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 a curriculum vita 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 file will not be accepted by the system

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