



Solicitation open to: Afghan Nationals Only
Position Title: Project Management Assistant
Type of vacancy: Single
Opening date: February 15, 2016
Closing date: February 29, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-09
Vacancy announcement #: USAID/306/16/24/ODG

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 Assistant under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The Office of Democracy and Governance (ODG) has a Program Support Team, and four Technical Teams: Elections and Political Processes; Governance; Rule of Law and Anti-Corruption; and Civil Society and Media. The Project Management Assistant will be assigned to the Program Support Team, and is responsible for providing assistance to the development and management of the ODG activities, program information systems, preparing necessary program implementation documents, and assisting the technical staff of contractors, grantees and the mission in planning and implementation functions.

The incumbent serves as the principal Foreign Service National (FSN) Project Management Assistant and reports to the Program Support Team Lead in USAID/Afghanistan's Office of Democracy and Governance. S/he assumes primary responsibility for defining, achieving, and reporting on results from USAID programs in democracy and governance (DG) development activities.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the general supervision and technical guidance of the ODG Director, Deputy Director, and the Program Support Team Lead, the employee gathers and coordinates democracy and governance activity data to fulfill reporting requirements, serves as a program manager, Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR) and a mission's professional specialist in democracy and governance matters.

Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country. General responsibilities include:

Program and Activity Management Assistance:

1. Assist with the development and management of DG office programs, including financial, technical, and a result reporting on baseline and periodic performance targets. Conduct directly, as a member of a team and with/without staff support, technical analysis. Develop cost estimates, institutional capacity assessments, equipment requirement projections, and training needs assessment. Manage the schedules of projects as a representative of USAID in Afghanistan. Draft necessary documentation and lead reviews

related to project amendments, project contracting, standard USAID reports, and project outreach and communication. Manage performance of financial review and analysis of the financial parameters of the project and prepare project related financial projections.

2. Assist other ODG AORs/CORs to review activities for compliance with U.S. laws, USAID regulations and policies, international law, and bilateral international agreements between the U.S. Government and host country government. Review contracts/agreements in consultation with the Office of Acquisition and Assistance (OAA) and provide guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets.
3. Manage democracy assistance activities in one or more of the following areas: Rule of law, Elections, Political parties, Parliament, Sub-national governance, and Civil Service Capacity Building. In that capacity, the incumbent will manage activities from inception to completion, and is responsible for all facets of project design and development, including information gathering, needs assessments, feasibility studies, drafting of concept papers and scopes of work, project budget formulation, and evaluation of bids for major projects and programs.
4. Serve as an AOR/COR or Activity Manager on behalf of an AOR/COR for ODG projects in Afghanistan.
5. Prepare standard USAID program management documents, correspondence, and procurement documents such as Global Acquisition and Assistance System (GLAAS) requisitions and Modified Acquisition and Assistance Request Documents (MAARDs).
6. Assist with the preparation of standard briefing packages to be used to brief USG officials and visitors.

Program and Activity Reporting Assistance:

1. Assist with the preparation of program reports on a quarterly or as needed basis. Appraise program performance by comparing actual levels of achievement or progress against program targets. Provide project and activity status and achievement updates as necessary to serve as a means to enhance outreach and communication on ODG activities.
2. Analyze and report on those aspects of democracy assistance activities at the national and sub-national level relating to democracy and good governance. Using published and unpublished sources, and, where necessary, conducting research of a qualitative and/or quantitative nature, assess the impact of new developments and interventions regarding democracy assistance in assigned areas.
3. Perform a variety of research, reporting, contact, monitoring, and analytical duties in support of senior development assistance personnel responsible for the full range of professional development assistance functions.
4. Perform other duties as assigned.

QUALIFICATION/EVALUATION CRITERIA:

Education: Two years of college diploma education in Administration, Management, International Development, Democracy and Human Rights, Economics or related field is required.

Prior Work Experience: Must have three years of relevant work experience in the fields of administration, elections, rule of law, civil society, governance, and/or management support with a development entity involved in programming design, management and implementation is required.

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

Knowledge: The incumbent must be knowledgeable about and committed to the role democracy and governance plays in a democratic system. In addition, thorough knowledge of statistical methodology and techniques and good understanding of internal D&G reporting requirements and procedures is required. Contacts with appropriate governmental officials and non-governmental professionals are essential. This must be complemented by a good understanding of 1) the economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance; USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

Skills and abilities: The incumbent must have ability to obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain professional contacts and be effective in obtaining the willing agreement, cooperation and support of relevant counterparts in the country. The incumbent must have professional skills of standard computer skills such as Microsoft Suite.

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 Assistant (ODG1624).**

ANY/ALL application submissions after the closing date of February 29, 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://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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