



Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (Education)
Type of vacancy: Single
Opening date: March 27, 2016
Closing date: April 10, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/16/29/OED

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** (Education) under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The position is located in the USAID/Afghanistan- Office of Education (OED). The Office of Education is the principal office managing the Mission's education portfolio. The office is the primary liaison with the Ministry of Education (MoE), the Ministry of Higher Education (MoHE), and with bilateral and multilateral donor agencies such as World Bank, United Nations Children's Fund (UNICEF), United Nations Educational, Scientific and Cultural Organization (UNESCO), Japan International Cooperation Agency (JICA), and other donors. In addition to these, the office has liaison activities with other ministries, such as Ministries of Woman's Affairs. The office manages 10 education projects that span in range from basic education to higher education projects to technical and vocational training. USAID/Afghanistan currently works with contractors and the Government of Islamic Republic of Afghanistan (GIROA) to: construct and rehabilitate schools, print and distribute textbooks; train teachers; develop competencies; strengthen education management information system; strengthen and link community-based schools with the formal school system; improve literacy; develop the capacity of youth; as well as a host of other activities.

The Project Management Specialist provides technical, programmatic, administrative, financial and management assistance to USAID/Afghanistan under a personal services contract. The incumbent serves as program specialist for education and assists the Mission in implementing the Agency's sector-wide education activities in Afghanistan. The incumbent has daily responsibility for managing and coordinating project activities with other USAID project managers, as well as with officials in the Ministry of Education, Ministry of Higher Education as well as with other ministries associated with implementation of education projects, USAID, and other appropriate international agencies with offices in Afghanistan.

MAJOR DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities include:

Project Management

The incumbent backstops and provides detailed follow-up to USAID-funded project activities, such as memos, internal acquisition and assistance (A&A) documents, taskers and any other official documentation/correspondence. The incumbent provides financial, administrative and

project management oversight on behalf of USAID/Afghanistan for specific education projects, as assigned. This will include project design and closeout, as well as management of the complete obligation, earmark, commitment, disbursement and accrual process; travels within Afghanistan, to monitor education project activities and develop travel and site visit reports, as appropriate.

The incumbent will organize and maintain USAID Office of Education official project files and documents according to Agency guidelines and mission requirements, provide financial information on education projects, including provincial expenditures, pipeline information, etc. on a quarterly basis or when requested. S/he manages projects 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.

The incumbent coordinates all correspondence and document management between USAID/Afghanistan, project implementing agencies, the Ministry of Education (MoE), the Ministry of Higher Education (MoHE) and other organizations regarding education issues and challenges as they arise, and as necessary respond to inquiries and maintain coordination with other education stakeholders who are engaged in similar activities. S/he prepares for and coordinates meetings with the MoE, MoHE, regional representatives for World Bank, UNICEF, UNESCO, Japan International Cooperation Agency (JICA), and other international donor agencies as assigned. Ensures coordination of assigned USAID education program activities with all other organizations..

The incumbent coordinates with implementing partners or stakeholders staff for assigned activities and projects; coordinates with contracting and contracted personnel to drive projects to completion; reviews proposals/requests for approval in association with host country counterparts, determines their suitability for project financing; performs all functions related to new education project design/development in order to orient project focus in priority areas and areas of emerging needs. The incumbent conducts directly, as a member of a team and with/without staff support, technical analysis; develops cost estimates, institutional capacity assessments, equipment requirement projections, and training needs assessment. The incumbent manages the schedules of projects as a representative of USAID in Afghanistan.

The incumbent drafts necessary documentation and leads reviews related to project amendments, project contracting, standard USAID reports, and project outreach and communication. S/he participates in the reviewing of 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.

Project Management Technical Support and Reporting

The incumbent provides assistance classifying and filing (electronically and in hard-copy) program documents; composes and regularly updates program and project briefers, success stories, etc. S/he coordinates/drafts office correspondence related to the education portfolio and provides logistical and administrative support for short-term consultants including assistance before, during and after consultancies.

The incumbent provides expert customer service to clients seeking information about USAID-funded education activities; drafts and regularly updates program and project briefers, success stories, and other program information. S/he responds to calls for financial and programmatic data from within and outside USAID. Recipients of such reporting could include but are not limited to USG and the Interagency, GIRoA, other donor agencies.

The incumbent participates in review of Mission Education programs, portfolio reviews and project proposals which involve institutional policy issues, indicating strengths and weaknesses of proposals, and seek ways to improve institutional arrangements and structures in order to promote growth and development of basic and higher education. S/he proposes necessary program methods, approaches, and extend, revises and adapts existing methodology to new and unusual situations, in relation to the application of educational technology, and capacity building of host country educational institutions and universities. The social, cultural, economic,

governmental, political, and other characteristics of the programs/projects affect the administration and management of the programs to such a degree that significant program activities must be specifically designed and modified to accommodate them. The incumbent will participate in education assessments; present and defend positions, as required, before strategy reviews.

The incumbent will provide assistance to the Contracting Officer Representative (COR) and/or, Alternate Contracting Officer Representative (A/COR), work on On-Budget Monitoring activities for one or more projects that s/he will be assigned to. The incumbent will work closely with field on-site monitors and/or with Mission third party monitors to collect data required for reporting. As required, the incumbent will represent USAID/Afghanistan as Program Management Specialist in meetings with project implementing agents, contractors, grantees, NGO's etc., and provide expertise to senior USAID/Afghanistan officials. S/he will provide technical/programmatic support to short-term consultants including project updates; provide documentation and briefings, and accompanying consultants in meetings with Government of Afghanistan officials and USAID - funded partner meetings.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: A Bachelor's degree in Education, International Policy, Development, Communications, Economics, Business Education Administration or Business Administration is required. (Bachelor's degree must be obtained at the time of application.)

Work Experience: The incumbent must have a minimum of three years of progressively responsible experience in education program administration or managing and/or designing education projects and activities for an international organization that requires operational understanding of Ministry of Education and Ministry of Higher Education structure. . An operational understanding of education issues in Afghanistan is required. Past experience with USG or an international organization's project management including project design and implementation, reporting systems and monitoring and evaluation is required. (Full level experience requirement must be met at the time of application).

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

Knowledge: A thorough understanding of education issues in Afghanistan is required. Demonstrated understanding of and experience in working with the Ministry of Education (MoE) and Ministry of Higher Education (MoHE) and the Government of Afghanistan operations, national strategies are also required. Strong knowledge of office and project administration is needed. A working knowledge of the concepts, principles, techniques and practices of education is required. USAID or an international organization's project management, including financial reporting systems, as well as an understanding of education and development issues is needed. Familiarity with and experience working with the government officials or officials of donor/private sector organizations/companies is needed.

Skills and Abilities: The ability to establish and maintain constructive working relationship with colleagues in USAID/Afghanistan, the U.S. Embassy, USAID contractors, other sector specialists and other U.S. and Afghan government organizations is required. The ability to establish and maintain contacts with counterparts in relevant host government and private sector organization is required. The ability to obtain, evaluate and interpret factual information and to prepare accurate and complete reports is required. The ability to recognize significant developments and trends reflected from collected data and bring them to the attention of the Education Team Leader is required.

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 - Education (OED1629)**.

ANY/ALL application submissions after the closing date of April 10, 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, incomplete and inconsistent 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
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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