



**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Project Management Specialist (Economic Growth)  
**Type of vacancy:** Multiple  
**Opening date:** March 22, 2016  
**Closing date:** April 5, 2016  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-10  
**Vacancy announcement #:** USAID/306/16/31/OEG

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

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

The incumbent serves as a Project Management Specialist for the Office of Economic Growth (OEG), which is one of six technical offices in USAID/Afghanistan. Working under the overall supervision of the Economic Growth Office Director and/or his/her designee, the incumbent is responsible for a full range of project management responsibilities in the area of economic governance and/or private sector development. In this capacity, the incumbent performs a variety of complex functions related to research, planning, programming, reporting, activity monitoring, analytical and management duties to support implementation and coordination of economic development assistance projects and programs.

The incumbent will manage one or more projects within OEG's portfolio, providing day-to-day guidance and direction to the contractor/implementing partner and their staff. The incumbent also serves as a professional assistant and advisor to OEG staff on related projects. As such, the candidate must be effective in facilitating the agreement, cooperation and support of public officials and private sector representatives in Afghanistan. Counterparts include mid-level Afghan, US, and foreign government officials, representatives of other donor organizations such as the World Bank, the European Commission, the United Nations, other bi-lateral and multi-lateral donors, USAID/Afghanistan implementing organizations, and representatives within the trade, financial, and private sectors.

As the Project Management Specialist, the incumbent will serve as an alternate Contracting Officer Representative (A/COR) and/or alternate Agreement Officer Representative (AOR) for one or more EG programs in the areas of economic governance and/or private sector development. The incumbent will be required to support and coordinate with AORs/CORs in OEG and the Mission to ensure optimal programming and management of economic development activities. As a secondary function, the incumbent serves as a main point of contact for EG Monitoring and Evaluation (M&E) tasks. This position is thus responsible for planning, coordinating evaluating, monitoring, and reporting on major economic development assistance projects and programs as needed.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **A. Project Design, Support and Management:**

The incumbent advises and supports one or more economic project projects/programs, including detailed information gathering, project design, and management. The position requires initiative and the exercise of independent judgment in activity planning and the identification of problems and required follow up actions. The incumbent interacts with project managers of several contractors, advisors, and identified host country counterparts. Specific responsibilities include:

- 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.
- Upon completion of required USAID training, serves as Alternate AOR/COR for one or more major projects with funding levels ranging from \$10 million to \$100 million, and/or primary AOR/COR for projects of lesser magnitude.
- Manages contractor staff and coordinates 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 project design/development in order to orient project focus in priority areas and areas of emerging needs.
- 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.
- Manages the schedules of projects as a representative of USAID in Afghanistan.
- Drafts necessary documentation and leads reviews related to project amendments, project contracting, standard USAID reports, and project outreach and communication.
- 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. Project Monitoring, Evaluation and Reporting:**

The incumbent's responsibilities for project and program monitoring and evaluation includes:

- Leads efforts to coordinate M&E activities for EG projects.
- Prepares scopes of work for projects and evaluation teams.
- Reviews project reports, conducts site visits, and engages in written and oral communications with project participants and contractors.
- Interacts and provides necessary guidance and assistance to visiting evaluators/consultants.
- Prepares annual performance report for EG projects, which summarizes the achievements and results of the activities and their impact on achieving Mission objectives.
- Provides project and activity status and achievement updates as necessary to serve as a means to enhance outreach and communication on EG activities.
- Manages performance of financial review and analysis of the financial parameters of the project and prepares project related financial projections.
- Provides support to the Mission and US Embassy in tracking implementation, and the identification and resolution of a variety of challenges and institutional issues that impact implementation efforts, both negatively and positively.

### C. Program Strategy Representation:

- Exercises well-developed interpersonal and managerial skills, sound judgment, and the ability to develop credible relationships within USAID/Afghanistan and with Afghan government counterparts.
- Works with general Agency policy guidance and exercises a high degree of personal initiative. The individual must be able to set and meet deadlines in a complex organizational structure.
- Participates as designated representative for OEG in meetings. Provides technical input on various issues concerned.
- Interacts with key Afghan ministries, counterparts, and project implementation partners.
- Maintains an up-to-date understanding of Afghan Government priorities and objectives in the areas of economic governance and private sector development.
- Directly, and with the assistance of colleagues, collects and analyzes data to determine those areas in which USAID/Afghanistan assistance would have the greatest impact. In this regard must be able to reconcile sometimes differing U.S. and Afghan Government objectives and cultural propensities.
- Develops and supports the dissemination and discussion of information concerning the Mission's Economic Growth programs through participations in seminars, workshops and conferences.
- Works directly with Afghan Government to develop capacity building opportunities with Afghan work force and USAID. Counterparts range from technicians to senior level managers.

### QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

**Education:** A Bachelor's degree in Business Administration, Management, Economics, Project Management, International Development or other closely related field is required. (Bachelor's degree must be obtained at the time of application.)

**Work Experience:** A minimum of three years of progressively responsible, relevant work experience, which demonstrates increasing responsibility for managing, analyzing, coordinating, and designing economic development projects/programs 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 Pashtu and/or Dari is required. (English language ability will be tested).

**Knowledge:** The incumbent must be able to demonstrate knowledge of program management, particularly in the Afghanistan context, and have a clear understanding of the policy, regulatory and organizational issues that are involved in various sectors related to economic growth.

**Skills and Abilities:** Incumbent must have the ability to organize, analyze, interpret and evaluate data relevant to economic growth projects and programs; ability to communicate clearly, concisely and effectively with all levels of personnel, both within USAID/Afghanistan and outside; ability to prepare informative written reports and presentations for various purposes is required. Ability to function as part of a team and proficiency in using MS Office Suite is needed.

### 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 (Economic Growth) (OEG1631)**.

**ANY/ALL application submissions after the closing date of April 5, 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, 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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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**