



**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Project Management Assistant  
**Type of vacancy:** Single  
**Opening date:** April 12, 2016  
**Closing date:** April 25, 2016  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-08

**Vacancy announcement #:** USAID/306/16/35/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 Assistant (PMA)** under a personal services contract described in this solicitation.

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

The incumbent will be assigned to the USAID/Afghanistan-Office of Agriculture (OAG). OAG has four teams: the Markets and Trade team, Human and Institutional Capacity Enhancement (HICE) Team, Programs and Policies Unit (PPU), and Production and Productivity (PP) Team. The Project Management Assistant position is located in the PP Team, but also supports other OAG teams. The OAG portfolio seeks to promote a vibrant and prosperous agriculture sector. It focuses on increasing agricultural productivity and agricultural incomes, enhancing food security, and providing viable economic alternatives to opium poppy cultivation.

The incumbent serves as the Project Management Assistant (PMA), and in that capacity, assists and supports mainly the Contracting Officer's Representative (CORs) of the Regional Agricultural Development Programs (RADPs), but as needed also is assigned to support Contracting Officer's Representative (CORs) and Agreement Officer's Representatives (AORs) of other projects. The incumbent is expected to liaise with, support, and brief the PP team (and as required, other teams) concerning the project/activity management, financial management, and internal and external communications of projects. The incumbent works closely with the OAG PPU for budget, monitoring and evaluation, and gender mainstreaming matters. The incumbent also liaise with the relevant technical staff of the Office of Acquisition and Assistance (OAA) and the Office of Financial Management (OFM) on contracting and financial management issues concerning projects. The incumbent reports to the OAG Deputy Office Director, who is the concurrent Production and Productivity (PP) Team Leader overseeing the RADPs.

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

Under the direct supervision of the OAG Deputy Office Director, the incumbent is responsible for a variety of project management duties in support of project implementation, which includes performance management and reporting, financial and contract management, and other relevant duties. The PMA will be equipped /trained to backstop official CORs/AORs in their absence or preoccupation. The incumbent also is involved in strategy, project design and, when necessary, in program/policy coordination with other United States Government (U.S.G.) agencies and donors involved in the agriculture sector. This position requires project management and analytical skills, as well as good judgment, and an ability to work with minimal supervision. The incumbent must ensure that project activities are designed, managed, and implemented to achieve the Agency's goals and objectives for Afghanistan, within U.S.G and USAID mandate(s) and financial resource

constraints.

## **A. Performance Management and Reporting**

For the relevant projects to which the incumbent is assigned, S/he assists the concerned CORs/AORs in all project management actions. The incumbent provides inputs/participate in the review and approval of the concerned implementing partners' work plans (life of project [LOP] and annual), monitoring and evaluation plans, branding and marking plans, gender analyses, environmental mitigation and monitoring plans, and other required core project documents.

The incumbent helps in the tracking and reporting of project progress on a continuing basis, especially the key performance indicators that measure the achievement of the main outputs and outcomes. The incumbent contributes in the review and approval of draft progress reports (i.e., inception, quarterly, annual, and final), as well as the performance of all applicable tiers in compliance with the Mission's multi-tier monitoring system. The incumbent provides necessary inputs to and participate in performance reviews (Mission-wide and project specific). S/he alerts the concerned CORs/AORs of challenges being faced by the projects assigned to him/her, and will assist to ensure that all identified issues are discussed (with agreed actions documented) and eventually resolved.

As a member of the OAG and in coordination with the Programs and Policies Unit (PPU), the incumbent contributes in strategy development, monitoring and evaluation, and gender mainstreaming initiatives and activities. The incumbent also joins coordination events with the Government of Islamic Republic of Afghanistan (GIRoA) and other activities as warranted.

## **B. Financial and Contract Management**

The incumbent helps the CORs/AORs in necessary actions to effectively manage the financial and contracting aspects of project implementation, including Global Acquisition and Assistance System (GLAAS) requisitions, sub-obligation of funds, partner vetting requests, and project close-out, as well as any possible Modified Acquisition and Assistance Request Documents (MAARDs).

Under the supervision of his/her designated COR, the incumbent assists in the provision of technical guidance to the concerned implementing partners on USAID budgetary/financial and accounting requirements, which include the aspects of financial accounting and reporting as well as fiscal year budget proposal review. The incumbent helps monitor project budget planning and implementation in accordance with U.S.G. requirements, and works closely with both the Project Management Specialist (PMS) and Project Management Assistant (PMA) for Budget of OAG to routinely update project budgeting. The incumbent also helps provide to the same OAG staff any project-related inputs in the Quarterly Financial Review (QFR) exercise, and assists the relevant CORs/AORs in preparing accruals to keep the pipeline within forward funding guidelines.

## **C. Supervision and Other Duties as Required**

The incumbent supports the CORs/AORs of projects assigned to him/her as well as the PP Team Leader, and carries out duties as required. The incumbent assists in the development of Mission reports and data gathering, contributes to various taskers with aspects related to agriculture and alternative development (includes different data calls from the Special Inspector General for Afghanistan Reconstruction (SIGAR), USAID Office of Inspector General (OIG) and the Government Accountability Office (GAO), and coordinates meetings and visits with counterparts and other donors.

The incumbent also drafts routine documentation and ensure their clearance and approval on a timely manner. The incumbent participates in team meetings and other team activities as determined appropriate, and performs other relevant duties as required.

## **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** A minimum of two years, post-secondary Diploma/Associates Degree study at college or university in fields of agriculture, business, economics, development science or related field is required. (Post-secondary/Associates Degree must be obtained at the time of application.)

**Experience:** A minimum of three (3) years of relevant, progressively responsible work experience in the fields of program/project administration, planning and implementation support particularly within the context of agricultural development assistance program/project with international development organizations, bilateral or multilateral donor organizations, or governmental/non-governmental organizations is required. (Full level experience requirement must be met at the time of application).

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

**Job Knowledge, Abilities and Skills:** Knowledge and understanding of the Afghan government, particularly its agricultural institutions and practices and current agricultural status are required. This must be complemented by knowledge of the country's economic and cultural characteristics, and the problems, resources and development prospects/priorities in agriculture in Afghanistan. The incumbent keeps current with the state of agricultural development issues, concerns, and practices in Afghanistan, in order to keep office staff up to date on issues related USAID/Afghanistan activities. Knowledge of basic research methodology and techniques is required. The incumbent must also have the potential to acquire understanding of, (1) USAID programming project design and implementation policies, procedures, and documentation related to development assistance, as well as (2) objectives, approaches and status of the project(s) to which s/he is assigned.

The position requires strong analytical skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out technical analyses. The ability to organize and present project information effectively and objectively in written and oral form is preferred. Under limited supervision, s/he must be able to assist in planning, managing and evaluating the project(s) to which s/he is assigned. The incumbent must have strong interpersonal, communication (verbal and written) skills. The incumbent must have the ability to establish rapport and maintain contacts with colleagues in technical and support offices within USAID, as well as implementing partner management and staff. Excellent MS Office skills (Word, Excel, and PowerPoint) are required. The incumbent must be able to work in a team environment and under pressure.

## **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 Assistant (OAG1635)**.

**ANY/ALL application submissions after the closing date of April 25, 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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