



Solicitations open to: Afghan Nationals Only
Position Title: Project Management Assistant
Type of vacancy: Single
Opening date: May 3, 2016
Closing date: May 17, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-08
Vacancy announcement #: USAID/306/16/36/OPPD

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** under a personal services contract described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The incumbent is assigned to the USAID/Afghanistan- Office of Program and Project Development (OPPD). OPPD comprises of three major divisions: Portfolio Monitoring and Evaluation; Program Budget and Oversight; and Project Development. OPPD also includes a small Donor Coordination section that is responsible for onbudget activities and multi-donor trust funds.

As a member of the Project Development Team, the Project Management Assistant provides support to the team in the preparation of design documents - Concept Papers, Project Appraisal Documents, and Project Authorizations for new projects as well as modifications to the ongoing projects. The incumbent works in close coordination with the senior Project Development colleagues in the Division. The incumbent is expected to serve as a member of one or more Project Committees comprising of representatives of various Mission offices including technical, OPPD, Office of Financial Management (OFM), Regional Legal Office (RLO), Office of Acquisition and Assistance (OAA) and others as appropriate. In this capacity, the incumbent is expected to support the Office's effort that ensures the design work is carried out in accordance with the Agency and Mission guidance.

MAJOR DUTIES AND RESPONSIBILITIES:

Program and Project Design Managing Support

The incumbent backstops one or more technical offices and remains in continuous contact and consultation with the assigned office(s); assumes responsibility for coordinating the OPPD response on all documentation and actions on which the input, advice and clearance of the Office is sought. Keeps abreast of all developments in the assigned office and the OPPD leadership informed of all significant developments.

The incumbent serves on the Project Committee(s) in the assigned sector/office in collaboration with the responsible technical officer, shares the responsibility for coordinating each project design from inception to completion. As soon as the decision is made to proceed with a design, works out a definitive design approach and timeline for its completion. Assists in the development of a detailed design schedule. The incumbent

further teams up with the technical officer in convening Project Committee meetings on a regular basis to collectively plan who is to do what and when, review progress, to discuss and resolve issues as these emerge during the course of a design. The incumbent tracks and reports progress on a continuing basis and alerts OPPD leadership of challenges being faced and seeks support and guidance for their timely resolution. In this role, the incumbent contributes to the formulation of a Mission wide design schedule and assists in keeping the tracking system current.

The incumbent assumes drafting responsibility for one or more analyses/aspects of the project design as agreed with other members of the Project Committee. In this capacity the incumbent ensures the review and inputs of OPPD's multiple sections/expertise such as the Budget, Monitoring and Evaluation, Environment, Gender and others are incorporated into each design. The incumbent works, in collaboration with the technical officer, with other members of the Project Committee to ensure that the analytical requirements and standards -financial, legal, acquisition and assistance as well as others - are fully satisfied and met before a design document is approved by the Project Committee for presentation to the Mission Review Committee.

Upon approval of the Project Committee, schedules the Mission Review, circulates the design document, solicits issues, compiles and distributes the Issues Paper in accordance with the provisions of the design Mission Order. The incumbent serves as a secretariat at the review, ensures all identified issues are discussed and resolved, and takes notes of the decisions made at the review; ensures that the design documents are revised and finalized in accordance with the Minutes of the Meeting. The incumbent further drafts Action Memorandums, including Project Authorization, and ensures their clearances and approval on a timely basis in accordance with the provisions of the design Mission Order.

As a member of the OPPD team, participates in Portfolio Reviews, Strategy Development, Monitoring and Evaluation, Budgetary matters, Coordination with GIRoA and other Donors as well as other activities as warranted. The incumbent participates in representing USAID/Afghanistan in both internal and external meetings with USAID staff, implementing partners, contractors, grantees, NGO's etc.; and provides logistical and administrative support for short-term consultants including assistance during the consultancies. Perform other activities as assigned by the OPPD leadership as needed to meet USAID/ Afghanistan's objectives.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A Bachelor's degree in sociology, psychology, organizational studies, development studies, political science, or education studies is required (Educational requirement must be met at the time of application).

Experience: A minimum of two years of progressively responsible work experience with an Afghan Government institution or international (bi-lateral or multi-lateral) development entity involving project programming, development, implementation, monitoring and evaluation is required (Work 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).

Job Knowledge, Abilities and Skills: The incumbent must have a strong knowledge of principles of project development, logical framework, analytical requirements, implementation including monitoring and evaluation as well as financial planning. A working knowledge of at least one development area such as (agriculture and food security, democracy human rights and governance, economic growth and trade, education, health

etc.) the concepts, principles, techniques, and practices is a requirement. A good knowledge of Afghanistan's economic, political, social, and cultural characteristics, development prospects, potential, priorities, and resources with a knowledge of, or potential to acquire understanding of programming, project design and implementation policies, procedures, and documentation pertaining to development assistance is required.

The incumbent must have the ability to establish rapport and maintain contacts with officials in technical and support offices within USAID, mid-level officials in Government of Islamic Republic of Afghanistan (GIROA), NGOs and the private sector. The ability to explain USAID/Afghanistan project design guidance, its policies, practices, analytical and documentation requirements to officials within USAID and its stakeholders outside is required. The ability to perform any of the mandatory analysis and formulate non-technical aspects/sections of a design document; the skill to organize and present aspects of a project design into appropriate written and/or oral formats is required. The incumbent must have proficiency in using MS Office suite (e.g. MS Word, Excel, PowerPoint). The incumbent must be able to plan and carry out assignments with a high degree of independence and accuracy.

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 1636/OPPD.**

ANY/ALL application submissions after the closing date of May 17, 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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