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AFGHANISTAN

Solicitations open to: Afghan Nationals Only
Position Title: Development Assistance Specialist (Budget)
Type of vacancy: Single
Opening date: April 13, 2016
Closing date: April 27, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/16/37/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 **Development Assistance Specialist (Budget)** under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The USAID Development Assistance Specialist (Budget) serves as member of the Program Support Team (PST), within the Office of Democracy and Governance (ODG) and works under direct supervision of Program Support Team Lead. This position focuses on overall financial and budget management at ODG.

The incumbent is responsible for analyzing, managing and evaluating multi-million dollar ODG budgets, reports, financial plans, mortgages, pipelines, and other items that support USAID initiatives promoting democracy and governance that are politically viable, cost effective, and respond effectively to areas of greatest need and potential. The incumbent serves as the primary financial and budget management specialist, and may serve as a program manager, Agreement/Contracting Officer Representative (A/COR) as necessary. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services to support effective budget management.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Budget Management:

The incumbent works independently as the USAID Development Assistance Specialist (Budget), which involves numerous activities. The incumbent independently plans and tracks execution of the office budget, as well as coordinates with and supports A/CORs and/or activity managers in making sufficient funding allocations and timely and adequate obligation of funds to the respective activities in accordance with the Agency's forward funding regulations. Concomitantly, on a routine basis, without solicitation, the incumbent provides regular and comprehensive analysis of the Democracy and Governance (DG) budget to the Office Director. This analysis should include emerging trends and potential problems in regard to the DG budget as well as a list of budgetary and program implications. Using independent judgment based on his/her analyses, the incumbent draws up conclusions and recommendations with regard to budgetary issues.

The incumbent is responsible for the construction and maintenance (up-to-date and accurate) of

a large, multi-faceted financial database, development and maintenance of the office procurement plan, pipeline analysis, and clearance of all Modified Acquisition and Assistance Request Documents (MAARDs) initiated by the DG office. The incumbent will also assist DG staff with the completion of Global Acquisition and Assistance System (GLAAS) actions. Further, the incumbent works closely with the budget specialists in the Office of Program & Project Development (OPPD) to ensure that all Congressional Notifications and Advice of Budget Allowance (ABAs) are submitted on time and accurately.

The incumbent also assumes primary responsibility for responding to performance and financial audits of USAID DG development activities. The incumbent provides financial and budget assistance to the development and management of the ODG programs, supports the program information system, prepares necessary program implementation documents, and assists the technical staff at the Mission in various budget and financial planning, implementation, and reporting functions.

The incumbent is responsible for monitoring financial aspects of all ODG projects and is expected to liaise with technical teams as well as the Office of Financial Management (OFM), Office of Program and Project Development (OPPD), and Office of Acquisition and Assistance (OAA) to ensure adequate funds are available to support programming and used appropriately. The incumbent provides technical guidance on USAID procedures and accounting control requirements to the technical teams and implementing partners regularly. They also maintain financial records, reports, and work closely with ODG leadership to making strategic budget decisions.

The incumbent participates in the Mission Portfolio Review as well as participates in activity implementation review sessions, team meetings and other portfolio activities as determined appropriate providing financial input as needed; and works as part of the ODG Program Support Team to advance DG program activities in Afghanistan. The incumbent also serves as focal point for all procurement requests and GLAAS requisitions for modification from the technical teams; and works with the team members to address any adverse pipeline issues.

B. Program Management and Activity Design Support:

The incumbent in coordination with the AOR/COR oversees and evaluates contractor/grantee performance, project cost and progress, method of acceptability of project reporting, timeliness in meeting commitments, scheduled completion date and other relevant financial and management objectives. The incumbent regularly obtains and provides detailed project information; also drafts and processes a variety of project or procurement documents such as action memoranda, scopes of work, official correspondence, etc. Such documents require a specialized knowledge of the project(s) but are prepared in accordance with established guidelines or precedents.

The incumbent coordinates DG budget planning activities with other offices within USAID, as well as other donors and NGOs working in the area to avoid duplication of efforts and ensure maximum impact of the projects. The incumbent assists in the development of Mission reports and data gathering; takes part in analyzing and evaluating many of the proposals and other submissions that come to DG; and coordinates meetings and visits with counterparts and other donors. The incumbent will manage democracy assistance activities in one or more of the following areas: Civil Society and Media, Good Governance and Stabilization, Elections and Political Processes and Rule of Law and Anti-Corruption. The incumbent serves as Activity Manager on behalf of the Agreement/Contracting Officer Representative (A/COR) for selected USAID's DG projects in Afghanistan and assist with the development and management of all ODG programs, including financial, technical, and results reporting on baseline and periodic performance targets.

The incumbent coordinates with ODG AORs/CORs in reviewing activities for compliance with U.S. laws, USAID program budgeting regulations and policies, and bilateral international agreements between the U.S. Government and the Government of the Islamic Republic of Afghanistan (GIRoA); analyzes and reports on those aspects of democracy assistance activities at the 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, budget implications and interventions regarding democracy assistance in assigned areas. The incumbent assists with the preparation of program reports such as the Operational Plan (OP), Performance Plan and Report (PPR), Performance Management Plan (PMP) indicators on a quarterly or as needed basis; appraises program performance by comparing actual levels of achievement or progress against program targets.

C. Support for Performance Management

The Development Assistance Specialist (Budget) provides management support for portfolio reviews. This helps to reduce the time the Development Officers (DO) teams spend on portfolio review preparation by ensuring that all DO teams have their respective budget data, know the format requirements, and have examples of well-documented portfolio reviews to work from. The incumbent also assists the ODG General Development Officers (GDOs) in scheduling reviews, collecting issues post-review and providing teams with feedback in a timely fashion.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A Bachelor's degree in management, business administration, public administration, accounting, financial management, economics or closely related discipline is required. (Bachelor's degree must be obtained at the time of application.)

Work Experience: A minimum of three years' work experience in areas which demonstrate increasing responsibility for analyzing and evaluating program budget issues, significant analytical and monitoring aspects of a project financial management efforts with governmental, non-governmental, an international firm or donor agency is required. (Full level experience requirement must be met at the time of application).

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

Knowledge: A thorough knowledge and understanding of project financial management, democracy and governance activities, and the political situation in Afghanistan is required. A thorough understanding of the structure of programming policies, regulations, procedures and documentation; and of the objectives, methodology combined with bilateral and multilateral assistance programs is required.

Skills and Abilities: The incumbent must have the ability to obtain, analyze, and evaluate data, then organize and present it in concise written and oral form; must demonstrate an ability to independently plan, develop, manage, and evaluate important and complex programs and projects; and furnish financial information and advice in assigned areas with detachment and objectivity. The incumbent must have a demonstrated ability to work cooperatively and as a team; must have experience in working with wide and diversified groups of people; and will need to manage his/her workload on a daily basis. The incumbent must have advanced knowledge of Microsoft Office products including Excel, Word, and Project.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPACJobs@usaid.gov with a **Subject line: Development Assistance Specialist (Budget) (ODG 1637)**.

ANY/ALL application submissions after the closing date of April 27, 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 and/or
<http://www.state.gov/documents/organization/136408.pdf>.
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