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AFGHANISTAN

Solicitations open to: Afghan Nationals Only
Position Title: Project Management Assistant
Type of vacancy: Single
Opening date: May 04, 2016
Closing date: May 18, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-08
Vacancy announcement #: USAID/306/16/39/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 **Project Management Assistant** under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The Office of Democracy and Governance (ODG) has four Technical Teams: Governance; Rule of Law and Anti-Corruption; Justice, Elections and Political Parties; and Civil Society and Media. The Project Management Assistant will be assigned to one of the Technical Teams and work under the supervision of the Office Director/Deputy Directors and/or respective Technical Team Leader. The incumbent is responsible for providing administrative and technical support in the management of ODG assistance programs under the guidance of the respective Contracting/Agreement Officer Representative(s) (C/AOR).

Serving as the fully qualified Project Management Assistant the incumbent will be responsible for tracking and reporting on assigned democracy and governance program activities executed by ODG's Technical Team(s). The incumbent will be an active participant in planning and preparing new undertakings that engage and integrate USAID cross-cutting development priorities in ODG programs. In addition, the incumbent will maintain and update USAID's program information systems as pertains to ODG activities, prepare necessary program implementation documents, and assist ODG staff in all phases of democracy and governance (DG) program planning, implementation, and evaluation processes and functions.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Program/Project Design and Management:

The incumbent provides administrative and technical support to designated ODG activity managers and respective Contracting/Agreement Officer Representative(s) (COR/AORs) in managing USAID development programs in Afghanistan in the following areas: Governance; Rule of Law and Anti-Corruption; Justice, Elections and Political Parties; and Civil Society and Media. Under guidance from technical officers, the incumbent prepares standard USAID program management documents, correspondence, procurement documents, and maintains ODG program files. Responsibilities include: working in conjunction with the Mission's Office of Program and Project Development to define and measure project progress against established goals and to report such observations; identifying existing and potential problem areas that may limit progress and suggest solutions. On his/her own initiative the incumbent will conduct inquiries into the effectiveness of project operations such as availability of materials, transportation, and payment of a project's work force. Duties also include: making unofficial

reports to supervisors and keep those supervisors informed of day-to-day project status; and drafting, or coordinating the drafting and preparation of periodic reports.

The Incumbent may manage small projects, of a non-critical nature, independently. The incumbent will monitor project progress by review of periodic written reports from implementing partners and conducting site visits; identify problems encountered and initiate necessary action to resolve those problems; draft required project documentation and periodic reports; and be prepared to make oral and written presentations on the project's status to interested parties.

b. Supporting Mission Strategy:

As assigned by the Technical Team Lead and after receiving necessary training from USAID, the incumbent will assist in reviewing Mission activities for compliance with U.S laws, USAID regulations and policies, international laws, and bilateral international agreements between the U.S. Government (USG) and the Government of the Islamic Republic of Afghanistan (GIROA). The incumbent contributes to the drafting of performance reviews and other required reports as assigned. Within ODG, the incumbent participates in strategy and program reviews and comments on other activity managers' project documents as requested. S/He assists in drafting technical justifications for new activities and/or for changes to ongoing activities and programs. Coordinates with other Mission teams when their programs intersect with democracy and governance assistance objectives and provides input on DG issues as necessary.

c. Country Analysis and Program Reporting:

The Incumbent supports senior development professionals (including U.S., Third Country National and Foreign Service National Personal Service contractors) by performing a variety of research, analytical and reporting functions across the full range of development assistance competencies; draws on host-country and original source material to provide analysis and reports on general trends of democracy assistance activities in Afghanistan, and provides reporting in the specific area of responsibility of the Technical Team to which assigned. participates in the drafting of annual and semi-annual performance reviews, Notifications to Congress, briefing memoranda and other required reports, as assigned. In coordination with implementing partner representatives and other knowledgeable/interested parties, prepares briefing materials for U. S. and host nation officials on the state of democracy development in Afghanistan, needed reforms and counterpart actions, constraints to progress, and other related issues.

d. Administrative support:

The incumbent supports the Office Director and Deputy Directors in the management and monitoring of the overall ODG portfolio. The incumbent assists in developing various reports, responds to inquiries, and coordinates meetings and visits with counterparts and other donors as required; also serves as interpreter for high level visitors to project sites and other duties as assigned by the ODG leadership.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A two years college diploma (i.e. associate degree) in business administration, management, economics, international development, social studies, liberal arts, political science or international relations is required. (Education requirement, i.e. a college diploma must be met at the time of application for the subject position).

Work Experience: A minimum of two (2) years of progressively responsible work experience in the fields of administration and/or management support with a development entity involved in programming design, management and implementation is required. (Work experience requirement must be met at the time of application for the subject position).

Language: Level III (Good working knowledge) speaking/reading of English language and Level III (Good working knowledge) speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).

Knowledge: A thorough knowledge and understanding of the Afghan government, its institutions and practices with an understanding of the current political situation is required. This must be complemented by subject knowledge of 1) the country's economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. The incumbent must have knowledge of statistical methodology and techniques. Must have knowledge, or the potential to acquire such knowledge of USG legislation relating to development assistance, programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

Skills and Abilities: The incumbent must have the ability to: organize, analyze and evaluate a variety of data and to present it in concise written and oral form; under limited supervision be able to assist in planning, developing, managing and evaluating important programs and projects; and furnish information and perspective in assigned areas with detachment and objectivity. The incumbent must be able to interact effectively with implementing partners, Afghan government counterparts and with key interlocutors in the non-governmental arena. Must be able to accurately record and convey information from these parties to USAID officials. Ability to function as part of a team and excellent computer skills (Microsoft Office Package) are 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 Assistant (ODG 1639)**.

ANY/ALL application submissions after the closing date of May 18, 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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