



**Solicitations open to:** Internal Candidates Only  
**Position Title:** Development Program Specialist (Budget)  
**Type of vacancy:** Single  
**Opening date:** June 01, 2016  
**Closing date:** June 15, 2016  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-11  
**Vacancy announcement #:** USAID/306/16/48/OPPD

**Female candidates are strongly encouraged to apply**

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 Program Specialist (Budget)** under a personal services contract, as described in the attached solicitation.

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

The Development Program Specialist (Budget) will be responsible for managing or performing a wide-range of Mission budget actions including but not limited to out-year budget planning, Congressional Notification, Operational Plan coordination and submission, allowance processing, budget change management, reconciliation, and annual, quarterly, and ad hoc budget reporting and analysis. The incumbent supervises three Office of Program and Project Development (OPPD) Budget Specialists, serves on the Mission Budget Working Group, and reports to the Senior Development Program Specialist (Budget) FSN-12.

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

##### **1. Mission Budget Requisition, Planning, Notification, and Obligation**

The incumbent is responsible for:

- Working with the three OPPD Budget Specialists who each support two Technical Offices to ensure all out-year budget requests meet the needs of the Mission's program and follow the official guidance from the State Department's Director of Foreign Assistance (FA), the USAID Bureau of Resource Management (BRM), and USAID the Office of Afghanistan and Pakistan (OAPA).
- Analyzing new fiscal year guidance on the annual out-year budget request, the Mission Resource Request (MRR), under the U.S. Embassy's Integrated Country Strategy (ICS) and coordinating the drafting of the MRR.
- Analyzing new fiscal year Congressional Budget Justification (CBJ) guidance and coordinating the drafting of the initial CBJ as well as its clearance through the Mission.
- Analyzing new fiscal year Operational Plan (OP) guidance and then coordinating the drafting, editing, and completion of the relevant budget sections of the annual OP.
- Coordinating the drafting, clearance, and transmission of all base documentation including Strategic Objective Agreement (SOAG) amendments, Implementation Letters (ILs), and other correspondence with the Ministry of Finance as needed. These documents include both financial data tables and program narratives.

- Analyzing new fiscal year appropriations language and drafting the initial version of the Mission's Congressional Notifications (Country Budget Narratives).
- Maintaining high-level contacts at the Ministry of Finance including the Director Generals of Policy and Program Implementation, Budget, Aid Management, and Treasury.

## 2. Mission Program Budget Implementation, Monitoring, and Analysis

The incumbent is responsible for:

- Building the technical capacity regarding USAID and USG annual budgeting across the six technical offices through regularly scheduled training and hands-on budget work.
- In direct coordination with the Office of Financial Management (OFM), Office of Acquisition & Assistance (OAA), and budget specialists from the Mission's six technical offices, facilitating the preparation of OPPD's contribution to the Mission's Quarterly Financial Reviews (QFRs) and the analysis needed to provide recommendations to Mission Management as to optional courses of action.
- Ensuring that decisions agreed upon during QFRs are followed up and completed, registering them when they are, and reporting progress to all Mission stakeholders.
- Providing expert analysis of QFR data for the six Mission technical offices regarding budget preparation for Project Appraisal Documents, new project and mechanism designs, cost estimates, and expenditure trends
- Supervising three OPPD Budget Specialists as they provide budget backstopping across the range of project design, planning, and implementation including daily reconciliation of the budget tracking tool OPS Master with the Agency's Phoenix accounting system, and the management and registering of un-sub-obligated pipeline, project mortgages, project and SOAG close out, de-obligations, accruals, open commitments, and reprogramming of funds by Objective, Program Area, Program Elements and implementing mechanism budget change notices.
- Ensuring compliance with the USAID budget policies, adherence to the Agency's forward funding guidance, and Congressional appropriation legislation, thereby facilitating program implementation.

### REQUIRED QUALIFICATION:

**Education:** A bachelor's degree in business administration, public administration, economics, management studies or finance is required. (Educational requirement must be met at the time of application for the subject position).

**Work Experience:** A minimum of five (5) years progressively responsible experience in project development, project management, monitoring and evaluation, supporting social sector or economic growth development which includes program/project budget analysis and interpretation of policies, procedures, analytical data, and presentation of findings in writing and in oral form with governmental, non-governmental, bilateral or multilateral agencies/organizations 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 Pashtu is required.

**Knowledge:** General knowledge of foreign aid programs particularly in the Afghanistan context entailing an in-depth functional and operational familiarity is needed. A thorough understanding of the substantive elements of program design and implementation policies and regulations as well as monitoring and evaluation processes and instruments is required. Must be able to obtain, analyze and evaluate complex data and to prepare precise and accurate reports and analyses of information. Broad knowledge of accounting and internal control processes is required.

**Skills and Abilities:** The incumbent must be able to develop and maintain both internal and external contacts, including technical offices, the Regional Legal Advisor, Contracts Officer, and

representatives of government and non-government participating organizations. The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission. Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required skills.

#### **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [AFPACjobs@usaid.gov](mailto:AFPACjobs@usaid.gov) with a **Subject line: Project Management Specialist (Budget) (OPPD 1648)**.

**ANY/ALL application submissions after the closing date of June 15, 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> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) **AND**
3. **A current resume or a curriculum vita that provides the same information found on the DS-174 form.**

#### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with missing required documents i.e Cover page, DS-174 and resume/CV, 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 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 ALL GENDERS ARE URGED TO APPLY**