



Solicitations open to: Afghan Nationals Only
Position Title: Project Management Assistant
Type of vacancy: Single
Opening date: August 18, 2016
Closing date: September 1, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-08
Vacancy announcement #: USAID/306/16/55/GO

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 a **Project Management Assistant** under a personal services contract as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The USAID Project Management Assistant is a Foreign Service National (FSN) position supporting the Gender Office (GO). The GO portfolio seeks to promote gender equality and female empowerment to build a more stable, prosperous society. In addition, the GO manages gender primary activities on women's leadership development, gender-based violence, countering trafficking in persons (CTIP), and women's economic empowerment. The portfolio consists of over \$380 million in nearly one dozen active and planned projects, not including the multi-billion dollar Afghan Reconstruction Trust Fund, on which the GO advises. USAID's flagship gender project, Promote, is managed from the GO, in collaboration with the Mission Front Office, Office of Education, and Office of Infrastructure.

The incumbent assists and supports mainly the Contracting Officer's Representative (CORs) of Promote, but as needed may also be assigned to support CORs and Agreement Officer's Representatives (AORs) of other projects. The incumbent is expected to liaise with, support, and brief GO management and staff concerning the project/activity management, financial management, and internal and external communications of projects. The incumbent will work closely with the GO's program staff members for budget, monitoring and evaluation, and gender mainstreaming matters. S/he will 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 and activities. The incumbent reports to the GO Office Director.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the GO Office Director or his/her designee, 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. S/he may also be involved in strategy, project design and, when necessary, in program/policy coordination with other USG agencies and donors involved in gender and CTIP-related programming.

This position requires project management and analytical skills as well as good judgment and an ability to work with minimal supervision. S/he must ensure that project activities are designed, managed, and implemented to achieve the Agency's goals and objectives for Afghanistan, within USG and USAID mandate(s) and financial resource constraints.

Performance Management and Reporting:

For the relevant projects assigned, the incumbent will assist the concerned CORs/AORs in all project management actions. S/he will provide 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 will help 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. S/he will contribute 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 will provide necessary inputs to and participate in performance reviews (Mission-wide and project specific). S/he will alert 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 GO, the incumbent will contribute in strategy development, monitoring and evaluation, and gender mainstreaming initiatives and activities. S/he will also join coordination events with the government and other activities as warranted.

Financial and Contract Management:

The incumbent will help the CORs/AORs in necessary actions to effectively manage the financial and contracting aspects of project implementation, including Global Acquisition & 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 direction of the 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. S/he will help monitor project budget planning and implementation in accordance with USG requirements, and will work closely with the Project Management Assistant (PMA) for Budget of GO to routinely update project budgeting. The incumbent will also help provide to the same GO staff any project-related inputs in the Quarterly Financial Review (QFR) exercise and will assist the relevant CORs/AORs in preparing accruals to keep the pipeline within forward funding guidelines.

Supervision and Other Duties as Required:

The incumbent supports the CORs/AORs of projects assigned to him/her, and carries out duties as required. S/he assists in the development of Mission reports and data gathering, contributes to various taskers with aspects related to gender and CTIP programming (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 will also draft routine documentation and ensure their clearance and approval on a timely manner. S/he will participate in team meetings and other team activities as determined appropriate, and will perform other duties as required.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: Completion of at least two years of post-secondary Diploma/Associates Degree study at college or university in the fields of gender studies, sociology, social psychology, economics, business administration, management studies, or development studies is required. (Educational requirement must be met at the time of application for the subject position).

Prior Work Experience: At least 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 gender-related development assistance program/project with international development organizations, bilateral or multilateral donor organizations, or governmental/non-governmental organizations is required. (Work experience requirement must be met at the time of application).

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

Job Knowledge: Knowledge and understanding of the Afghan government, particularly the Ministry of Women's Affairs, are necessary. This must be complemented by knowledge of the country's economic and cultural characteristics, and the problems, resources and development prospects/priorities for women's empowerment and gender equality in Afghanistan. S/he will keep current with the state of 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 essential. 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.

Skills and Abilities: The position requires strong analytical abilities, 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 needed. Under limited supervision, s/he must be able to assist in planning, managing and evaluating the project(s) to which s/he is assigned. S/he 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, PowerPoint) are required. S/he 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 with a **Subject line: Project Management Assistant 1655.**

ANY/ALL application submissions after the closing date of September 01, 2016 will not be considered.

NOTE: This solicitation is intended to recruit simultaneously with similar major duties, responsibilities and required qualifications various offices within USAID/Afghanistan. Respective offices to be covered under this solicitation will have individual classified and approved position descriptions that will be used for PSC contracting purposes.

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> (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 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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