



USAID | AFGHANISTAN

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Solicitations open to: Afghan Nationals Only
Position Title: Project Management Assistant (Budget)
Type of vacancy: Single
Opening date: October 30, 2016
Closing date: November 13, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-09
Vacancy announcement #: USAID/306/17/02/OAG

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

BASIC FUNCTION OF THE POSITION:

The Project Management Assistant (Budget) is part of the Office of Agriculture (OAG) Programs & Policies Cluster and plays a vital role in clearly and effectively organizing information for complex budgetary and financial analysis and communicating the successes of the OAG development portfolio to the Mission and the US Embassy. The incumbent works under the direction of the Programs & Policies Advisor and is responsible for coordinating with the Office of Program and Project Development (OPPD) budget specialists in production of major summative program overviews, analysis, and reports for OAG including Annual Report and Congressional Budget Justification (CBJ), Annual Operational Plan (OP), Mission Performance Management Plan (PMP), and assisting Contracting Officer Representatives and Agreement Officer Representatives (CORs and AORs) to track implementing partner expenditures, monitor pipelines, mortgages, and accruals. This position also requires that the incumbent assists, in consolidating written responses to time-sensitive taskers for a variety of Mission, Embassy, and the United States Government (U.S.G.) audiences.

MAJOR DUTIES AND RESPONSIBILITIES:

The Project Management Assistant (Budget) will perform a wide range of duties including: identify, analyze, and prepare public information materials; report on OAG program budget implementation- accurately and transparently in a manner easily understood by external stakeholders and the general public; provide guidance to Locally Employed Staff (LES); stay abreast of political, social, and economic developments that may affect USAID activities while identifying and assessing their importance and impact for USAID agriculture and natural resources management programs. The following is a list of main responsibilities:

PROGRAM BUDGET PLANNING AND MANAGEMENT:

- Assures the accuracy of OAG funds committed by activity managers, develops the CBJ, monitors OAG program budget implementation, participates in program budget negotiations with OPPD, and is responsible for timely, accurate, transparent OAG budget submission in the Mission's Annual Report and OP.
- The incumbent is responsible for the transparency, clarity, and accuracy of the OAG's program budget, monitoring the status of all sources of funds, and the allowance of funds by OPPD, and monitors program budget planning and implementation in accordance with the requirements of congressional notification of funds and approved OP. Ensures obligation and sub-obligation requirements are met in a timely manner. Monitors activities' mortgage and pipeline status and advises activity managers on appropriate actions. Alerts supervisor (Programs & Policies Advisor or designee) to budgetary issues or potential issues in a timely manner.
- Maintains appropriately organized public folders that contain accurate electronic files and historical records on all OAG budget tasks and reports for easy access by all authorized staff of OAG – as identified by the Office Director, Deputy Director, or Programs & Policies Advisor. The incumbent is responsible for tracking all budget related earmarks and directives and alerting the Programs & Policies Advisor or designee to issues requiring immediate attention.
- The incumbent is responsible for preparation and maintenance of the OAG budget tables and for preparation and submission of the OAG budget table summaries for the OP and CBJ.
- Prepares routine and special budget reports and briefing materials including preparation of PowerPoint slide presentations and graphics (such as pie charts, flow charts and graphs) on the OAG's program budget. Performs other related duties as may be assigned by the Programs & Policies Advisor.
- Helps OAG team members use and analyze budget data, conduct mortgage and pipeline analyses, track authorized ceilings in project and program approval action memoranda, compile accruals, and analyze costs and expenditure trends. Assist OAG C/AORs to develop and maintain their projects' historical budget and financial analyses to ensure allocation of sufficient funding for proper implementation over the planned life of projects. Coordinates with OPPD budget specialists to ensure agreement with the Mission's Ops-Master budget database and alerts and clearly explains discrepancies to the Programs & Policies Advisor or designee.

MONITORING AND EVALUATION:

- Supports and assists the M&E team leader in the Programs & Policy Cluster with budget-related performance management activities pertaining to project PMPs and the USAID Mission PMP, Afghan Info data calls, portfolio reviews for Mission and Embassy senior leadership and GIRoA counterparts, project evaluation Statements of Work, and other tasks as assigned. The incumbent works closely with OAG C/AORs and implementing partners on budget-related performance monitoring and communications.
- Supports and assists the M&E team leader in preparations for high-level U.S.G. visitors. Support includes preparation of high-quality briefing materials and scene setters, coordinating meetings and briefings with partners, and handling logistical

support for visits as needed.

- Coordinates with other members of OAG to ensure financial data submitted on activities are complete and consistent for reporting in the annual report, portfolio reviews, annual budget, pipeline analyses, and other required reporting.
- Is responsible for managing the duties associated with the AWG, including maintaining the AWG distribution list (listserv), preparing meeting agendas, taking minutes of the meetings, preparing meeting minutes for clearance and distribution to listserv members, and escorting visitors to the AWG meetings as needed.

REQUIRED QUALIFICATION:

- a. Education:** A university degree (BA or BS) in agriculture, accounting, business administration, finance, economics, or public. (Education requirement must be met at the time of application for the subject position).
- b. Work Experience:** Minimum of three years of progressively responsible work (Work experience requirements must be met at the time of application for the subject position).
- c. Post Entry Training:** A candidate new to USAID will be provided on-the-job training in appropriate program/project procedures. Additional training in country or on a regional basis may be provided from time to time depending on the availability of space and funds.
- d. Language Proficiency:** Level IV (Fluent) speaking/reading English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.
- e. Job Knowledge:** Demonstrated skills and extensive hands-on experience in budget management. Knowledge of policies, procedures, and regulations related to strategic development programming, activity development, achieving results, performance monitoring, and activity and program close out is required. Ability to conceptualize and develop a variety of reports or other documentation on the agriculture and natural resources portfolios. Interest and knowledge of agriculture sector development and natural resources management sector development is needed.
- f. Skills and Abilities:** Demonstrated ability to exercise independent professional judgment; must be able to recognize operational problems and issues and be capable of crafting information messages in various formats (e.g. reports, press releases, cables, etc.), ability to prepare high quality reports and documents within tight deadlines, ability to prioritize and manage multiple complex tasks simultaneously is required. Demonstrated attention to detail, commitment to accuracy, clarity, and transparency with strong analytical, writing, and operational skills is required. Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Mission, are required. Incumbent must have maturity, stability, resourcefulness, adaptability, and sound professional judgment. Creative abilities in presenting information in attractive, interesting, readable formats are needed. Ability to make contacts with implementing partners, articulate views, work with teams, take action, and make on-the-spot decisions necessary to convey the Mission's positions on programs' performance to a variety of audiences is required. Incumbent must have proficiency in computer use,

including specific programs such as PowerPoint, Excel, and Word (spreadsheets, email, and the Internet) is 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 (Budget) (OAG 1702).**

ANY/ALL application submissions after the closing date of November 13, 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> (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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