



USAID | AFGHANISTAN

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Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (Budget)
Type of vacancy: Single
Opening date: April 30, 2016
Closing date: May 12, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/16/40/OI

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

BASIC FUNCTION OF THE POSITION:

The incumbent serves as a Project Management Specialist for the Office of Infrastructure (OI), one of six technical offices in USAID/Afghanistan. As a cohesive programmatic effort to bolster Afghanistan's, Infrastructure projects cover energy, vertical structures, transportation, and water programs. The incumbent serves as a Project Management Specialist (Budget) and serves as the primary point of contact for the Infrastructure budget. The incumbent works under the direct supervision of the OI Deputy Director for Program Management, and as part of a three-person team. The incumbent helps design, develop, manage and evaluate assigned Infrastructure projects; provides factual and analytical background reports, data collection and reporting assistance with regards to the Infrastructure project portfolio; and is responsible for all facts of the Infrastructure budget process. Duties are of medium scope and complexity but require considerable specialized knowledge of programming, project management and budget policies, procedures, and documentation.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent is directly responsible for a variety of complex budgetary and financial analysis duties in support of the entire OI portfolio and serves as the de facto manager of the Infrastructure budget process. Additionally, the incumbent is closely involved in performance reporting; program/policy coordination with other donors; and United States Government (USG) agencies.

In addition to the budget management responsibilities, the incumbent provides program/activity manager support for a set of selected OI activities or components of complex Infrastructure reform activities which are underway in Afghanistan. This includes: development, vocational training, accounting reform, finance, banking, and/or infrastructure economic development.

The position requires strong leadership and management skills, strong judgment and an ability to work independently and at times under his/her own direction to ensure that OI's program activities are designed, managed, and implemented to achieve the Agency's goals and objectives, within U.S. legislative mandate(s) and financial resource constraints.

A. Budget Management:

The incumbent works independently as the de facto manager of the OI budget, which involves numerous activities. The incumbent independently plans and tracks execution of the office budget, as well as coordinates with and supports Agreement Officer Representatives/Contracting Officer Representatives (AOR/COR) 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 OI budget to the OI Director. This analysis includes emerging trends and potential problems in regard to the OI 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 (MAARD) initiated by the OI office. The incumbent also assists OI 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 and 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/Afghanistan's Infrastructure development activities. The incumbent provides financial and budget assistance to the development and management of the OI 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 OI 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 OI leadership to making strategic budget decisions.

B. Program Management and Activity Design Support:

The incumbent provides program backstop for a set of OI-related projects, which includes: subject matter knowledge in development, finance, vocational training, accounting reform, banking, and/or economic governance.

Specifically, the incumbent in coordination with the AOR/CORs, 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, 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 OI 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 comes to OI; and coordinates meetings and visits with counterparts and other donors. The incumbent serves as Activity Manager on behalf of the Agreement/Contracting Officer

Representative (A/COR) for selected USAID's OI projects in Afghanistan and assist with the development and management of all OI programs, including financial, technical, and results reporting on baseline and periodic performance targets.

The incumbent coordinates with OI 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); analyze and report on those aspects of infrastructure assistance activities. 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 infrastructure 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. Appraise program performance by comparing actual levels of achievement or progress against program targets.

C. Support for Performance Management

The incumbent provides management support for portfolio reviews. This helps to reduce the time the Development Objectives (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 OI 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 Business Administration, Public Administration, Management, Financial Management, Economics or Accounting is required. (Bachelor's degree must be obtained at the time of application.)

Work Experience: The incumbent must have a minimum of five (5) years of relevant work experience which demonstrates increasing responsibility for analyzing and evaluating program and budget issues, coordination and guiding multifaceted analytical and monitoring aspects of a project financial management efforts with a governmental, non-governmental, an international firm or donor organization is required. (Full level 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 Dari and/or Pashtu is required. (English language ability will be tested).

Knowledge: Familiarity with the donors' development programs and strategies that are working to promote the Afghanistan economy is required. 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: Strong skills in financial analysis management is required. The incumbent must have the ability to obtain, analyze, and evaluate data, then organize and present it in concise written and oral form. The incumbent 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. The incumbent must have experience in working with wide and diversified groups of people and need to manage his/her workload on a daily basis. The incumbent must have advanced knowledge of Microsoft Office software including Excel, Word, and Project.

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 Specialist (Budget) (OI 1640)**.

ANY/ALL application submissions after the closing date of May 12, 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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