



USAID | AFGHANISTAN

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Solicitation open to: All Interested Afghan Nationals
Position Title: Project Management Specialist (DG)
Type of vacancy: Multiple Positions
Opening date: November 06, 2013
Closing date: November 20, 2013
Vacancy announcement #: USAID/306/14/08/ODG
Work Hours: 40 hours (Full time)
Position Grade: FSN-10

USAID/Afghanistan is seeking individuals for multiple positions as Project Management Specialists in the Office of Democracy & Governance (ODG) Office.

BASIC FUNCTION OF THE POSITION:

Under the general supervision and technical guidance of the Democracy and Governance Office Director, Deputy Director, and/or Technical Team Leader, the employee serves as a program manager, Contracting/Agreement Officer Representative and the mission's professional specialist. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country. The incumbent is also responsible for designing, managing and evaluating multi-million dollar USAID initiatives promoting democracy and governance that are politically viable, cost effective, and respond effectively to areas of greatest need and potential. As such, the employee must be knowledgeable about and committed to the role democracy and governance plays in a democratic system and must be effective in obtaining the willing agreement, cooperation and support of relevant counterparts in the country. Counterparts include, but are not limited to, U.S., international, and indigenous private voluntary organizations (NGOs/PVOs); international donors; Afghanistan government officials; and legal professionals.

MAJOR DUTIES AND RESPONSIBILITIES:

a. PROGRAM/PROJECT DESIGN AND MANAGEMENT:

Incumbent manages assigned democracy assistance activities or selected components of complex democracy projects, which are underway in the country. Prepares the scope of work and illustrative budget for new and follow-on activities, evaluations, and other related efforts; reviews and comments on technical and cost proposals and work plans by prospective and existing implementing partners. Incumbent monitors performance through site visits, written reports, management of a third party monitoring mechanism, and regular communication with implementers and recipients and identifies delays and problems with democracy projects and formulates pragmatic solutions. Researches and provides implementers with information or appropriate guidance on USAID regulations and how to comply with them. Monitors project accruals and disbursements. Prepares authorizations for signature of responsible superiors. Consistent with the overall Mission strategy, the incumbent independently cultivates/maintains contacts and dialogue with local partners, Afghan government officials as well as non-governmental organizations (NGOs) groups in the country.

b. MISSION STRATEGY:

Incumbent assists the Democracy Officer in reviewing all mission activities for compliance with U.S. laws, USAID regulations and policies, international law, and bilateral international agreements between the U.S. Government and host country government. Analyzes the policy documents of government and non-governmental organizations of Afghanistan and other donors operating in the country to identify “targets of opportunity” for future USAID interventions in support of democracy and good governance in order to minimize duplication of efforts. On the basis of USAID policy and program objectives, prepares technical and policy analyses to evaluate trends in the development of democratic culture--the USAID Mission’s Democracy and Governance objective. C

c. COUNTRY ANALYSIS AND PROGRAM REPORTING:

Incumbent analyses and reports on aspects of democracy assistance activities in Afghanistan relating to democracy and good governance using published and unpublished sources, and, where necessary, conducting research of a qualitative and/or quantitative nature, assesses the impact of new developments and interventions regarding democracy assistance in assigned areas. On the basis of contacts and research findings, the incumbent advises ODG staff on program and project strategies and technical approaches. Incumbent analyses policy statements and plans of the government and non-governmental organizations of Afghanistan and other donors operating in the country to inform USAID programming. Contributes to the drafting of annual and semi-annual performance reviews, notifications to Congress, briefing memoranda and other required reports, as assigned. Participates in strategy and program reviews; comments on other activity managers’ project documents, as requested; drafts and solicits comments from other members for their consideration and approval. Incumbent also drafts technical justifications for new activities and for changes to ongoing activities and programs.

QUALIFICATIONS REQUIRED:

Education: A University degree in Political Science, Law, Public Policy and Administration, International Development, Journalism, Democracy and Human Rights, Economics or related social sciences field is required.

Experience: Incumbent must have at least four years of relevant work experience in areas of elections monitoring, civil society advocacy, community development, donor assistance, political party activity, Afghan Government national provincial and local government agencies, which demonstrate knowledge of the local conditions and capacities of Afghanistan, and/or experience in another related field, which demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and project management efforts. Prior work experience with an international firm or donor agency is highly desirable. To be eligible for the full performance level of the position, incumbent must have at least one year of experience working with a host government institution, international or donor organization designing and/or managing democracy projects in Afghanistan to include preparation of scopes of work, budgets and monitoring plans..

Experience Requirement (Training level): Candidates who do not meet requirements for the full performance level above, may be considered for a trainee level position by meeting the following minimal experience and language requirements: A minimum of three years of progressively responsible experience in elections monitoring, civil society advocacy, community development, donor assistance, gender, political party activity, Afghan Government national provincial and local government agencies is required.

Language: Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading Dari and/or Pashtu is required.

Knowledge, Abilities and Skills: A thorough knowledge and understanding of the political situation and the legal sector in Afghanistan is necessary. Contacts with appropriate governmental officials and non-governmental professionals are essential. This must be complemented by a good understanding of the economic, political, and cultural characteristics, and the social problems, resources, and development prospects/priorities for Afghanistan. Must

have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance; USG programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

Incumbent must have ability to obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain contacts with senior-level Ministerial officials of the Afghan government and with important persons in the non-governmental arena in order to explain and defend USAID project and program policies, objectives and procedures and to transmit and interpret host country government and non-governmental sector attitudes and concerns to senior USAID officials.

HOW TO APPLY

Applicants are required to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (Project Management Specialist (Democracy & Growth) (ODG1408).**

ANY/ALL application submissions after the closing date of November 20, 2013 will not be considered.

REQUIRED DOCUMENTS:

- 1. Cover memo/email outlining your qualifications and experience against the selection criteria.**
- 2. Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
- 3. A current resume or curriculum vitae that provides the same information found on the UAE;**

(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.

ADDITIONAL NOTE:

All candidates applying for this position will be considered for the full performance level (FSN 10) as well as at the trainee level, as recommended by the selection committee and approved by the contracting officer.

Salary will be determined on the basis of qualifications, work experience. It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation.

Note:

- Ø Only Short-listed candidates will be notified.**
- Ø This vacancy is only open to Afghan Nationals.**
- Ø Applications with insufficient information to make a determination will not be considered.**
- Ø No in-person appointments or telephone calls will be entertained.**
- Ø Women are strongly encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**