

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-17-015

OPEN TO: All Interested Jordanian Candidates

POSITION: Project Management Specialist (Environment)
Water Resources and Environment (WRE) Office

OPENING DATE: November 09, 2017

CLOSING DATE: November 22, 2017

WORK HOURS: 40 hours/week

POSITION GRADE: Foreign Service National (FSN) Grade-11

ANNUAL SALARY: Min. Step 01 (JOD20,828) Max. Step14 (JOD34,361)

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for Project Management Specialist (Environment) position in the Water Resources and Environment (WRE) Office. This is a Personal Services Contract (PSC) position, grade11. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history.

USAID/Jordan may select more than one candidate for this solicitation.

Basic Function:

This is a senior technical position within the USAID/Jordan WRE Office. The Project Management Specialist reports to the WRE Deputy Office Director. The incumbent provides guidance to USAID/Jordan's senior management and team leaders on policy development, program design and activity management of environment and water programs in Jordan. S/he also ensures that U.S. government and host country environmental compliance regulations are met. S/he may represent USAID in complex technical, contract, and policy negotiations at the Minister- and Secretary General-levels.

Major Responsibilities:

Program and Award Management:

The incumbent serves as the Contract/Agreement Officer's Representative (COR/AOR), and/or activity manager, for assigned water, wastewater, environment, public health and engineering activities within the WRE office portfolio. In this capacity, s/he independently and/or as technical panel advisor: prepares statements of work; evaluates feasibility studies and project proposals; reviews and analyzes contractors pre-qualification and bid submittals; determines technical and financial responsiveness; prepares written and oral technical summaries, analyses, and makes recommendations for approval of contractors pre-qualifications; participates in evaluations; and, prepares evaluation reports, awards of engineering services, construction, technical assistance and commodity procurement contracts for activities financed by USAID. Additionally, s/he advises WRE office management and the Mission Director on host country contracting and USAID direct contracting procedures for environment-related activities, and provides USAID management oversight on contractual and technical issues during the construction period. For this, the incumbent advises high-level GOJ counterparts regarding USAID contracting and procurement policies and regulations, and assists in the preparation of necessary documentation. S/he reviews reports submitted by contractors and comments on completeness, accuracy, problems encountered, and recommends remedial actions. The incumbent reviews invoices and checks for reasonableness and accuracy of expenditures; and, administratively reviews and clears vouchers for payment and follows-up on audits and evaluations. The incumbent may manage Interagency Agreements with other U.S. government agencies that implement foreign assistance activities in the environment sector in Jordan.

Technical Advisor:

The incumbent serves as a senior environmental expert on the WRE office team. S/he provides advice to office management, team leaders, and the Mission's senior management, on water and environment-related issues, such as water and wastewater quality, treatment, and standards, as part of USAID water, waste, agriculture, municipal, and urban infrastructure projects. The incumbent keeps the Mission informed of current national and international trends and activities, as well as host country governmental policies, laws and regulations that may affect USAID-funded activities. S/he prepares reports for the WRE Office Director, team leaders, and the Mission Director on alternative approaches USAID might adopt to achieve development objectives in water, wastewater, environment, and public health. The incumbent keeps USAID and the Embassy abreast of current trends in water, environment and wastewater treatment techniques, host country needs and capabilities, national concerns, issues, trends and changes in Government of Jordan (GOJ) policy and regulations. S/he plays a key role in the conception, design, negotiation, and implementation of policy measures that are highly visible and unusually complex in nature with regards to technical assistance to the GOJ. The incumbent represents USAID in policy and technical dialogue with high level GOJ officials, up to the Minister and Commissioner level. The incumbent is required to closely coordinate WRE portfolio activities with senior GOJ counterparts, including Secretaries General, General Managers, and international donor organizations, through representation in donor/lender coordination committees. S/he

reviews standards and regulations with the involvement of GOJ agencies, research institutions, universities, the private sector and industries in leveraging funding for waste prevention, treatment and process improvements.

Mission Environment Team Leader:

The incumbent serves as the Mission Environment Leader and Officer (MEO). S/he oversees, coordinates and monitors USAID/Jordan's compliance with U.S. government environmental procedures. To do this, s/he provides expert advice and guidance to Mission teams on how to complete environmental reviews of all new development projects and strategies, regardless of sector. S/he helps prepare statements of work for environmental assessments, and monitors all environmental assessment studies and environmental impacts through the review of contractor/grantee reports and through field visits. The incumbent makes significant technical contributions to the entire portfolio of the Mission through environmental reviews, and plays a key role in representing USAID in efforts related to environmental compliance policy formulation. In her/his capacity as MEO, carries out reviews, analysis and assessments, leads environmental scoping sessions and provides guidance on USAID environmental requirements. The incumbent is responsible for reviewing and clearing on all Mission activities in conformity with agency's environmental regulations before the obligation of funds. S/he drafts the environment compliance section of the Mission's annual Performance Plan and Report (PPR). Also as MEO, s/he annually reviews and provides input on centrally-managed, regional activities that are (or will be) active in Jordan. The incumbent liaises with USAID/Washington, the Environmental Hub of U.S. Embassy Amman, the Middle East Regional Environmental Advisor (REA) and the Middle East Bureau Environmental Officer (BEO) to ensure environmental compliance of U.S. foreign assistance activities in Jordan. The incumbent serves as the primary person within the Mission responsible for monitoring the GOJ's compliance with the environmental components of the Free Trade Agreement. The incumbent also assists the World Bank and GOJ in the issuance of the Country Environmental Analysis Report.

The incumbent serves as the Environment Team Leader in the WRE office. In this capacity, s/he oversees the planning for the environmental portfolio of the WRE Office via direct contact with the Ministry of Environment, and makes recommendations to the Mission Director and WRE Office Director on environment sector priorities for USAID/Jordan.

Qualification Criteria:

- 1. Education:** A Master's degree is required in one of the following fields - Engineering (Biochemical, Biological, Chemical, Civil, Environmental, Industrial, Mechanical, Sanitary, or Water); Water Resources Management; and/or Environmental Studies is required.
Supporting documentation (i.e. a copy of the Master's degree) must be included in the application for eligibility purposes.
- 2. Prior Work Experience:** At least five years of progressively responsible professional experience is required managing environmental, water and/or wastewater projects. The incumbent must clearly demonstrate prior experience in: (a) managing donor-assisted development programs in the area of water

resources and/or environmental policy, and (b) relevant professional experience in project development with governmental agencies, international donors, or non-governmental organizations (NGOs). Knowledge of institutional development, public health, and/or environmental compliance.

3. Language Proficiency: Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.

4. Skills and Abilities:

- a) Must have demonstrated negotiation, interpersonal, team-building skills to establish and maintain effective working relationships within USAID and Embassy Amman, as well as with Jordanian, U.S. and international stakeholders.
- b) Must have demonstrated the ability to find creative solutions to complex, dynamic situations involving several stakeholders to reach desired project outcomes.
- c) Must have demonstrated ability to provide clear, technical guidance to senior levels of government, academia, and/or private sector officials.
- d) Must have demonstrated the ability to have initiative, resourcefulness and excellent analytical skills to identify and evaluate factors impacting environmental activities.
- e) Must have demonstrated strong technical, analytical and conceptual skills to analyze issues, and recommend and present solutions to mitigate problems.
- f) Must have demonstrated the ability to proactively prioritize and manage a variety of tasks simultaneously.
- g) Must demonstrate proficient use of computers and software, including Windows, Microsoft Office Suite, and Google platform applications, as well as demonstrated ability to navigate the Internet with ease.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing

marks will be given a skills technical test. The skills technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID\Jordan will conduct reference checks on top-ranked candidates. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

Interested applicants for this position should submit the following as a complete application package to Email: ammanresumesusaid@usaid.gov

- a. A current curriculum vitae that includes the **National Jordanian ID number**
- b. Filled and signed Universal Application for Employment (DS-0174).
- c. Copies of educational certification for eligibility purposes,*

***Failure to submit copies of certification will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

For emails with several large attachments, please divide your attachments on two or three emails (e. g. in the subject heading write part 1 and attach some of the documents and for the rest of the attachments please attach them on another email(s) as required and write the sequence of parts in the subject heading)

Note: Application forms can be accessed from the Embassy web site:
<https://jo.usembassy.gov/jobs/>

Benefits and Allowances:

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 06-5906000 extension 6673/ 06-5906000 extension 6605