

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-15-004

**OPEN TO:** All Interested Candidates

**POSITION:** USAID Program Development  
Specialist- Donor Coordination  
Program Office

**OPENING DATE:** August 06, 2015

**CLOSING DATE:** August 19, 2015

**WORK HOURS:** 40 hours/week

**SALARY:** (Min. JD17,783 – Max. JD29,340)  
Position Grade Level 10

**PLACE OF PERFORMANCE:** Amman, Jordan

**NOTE:** ALL NON-JORDANIAN APPLICANTS MUST PROVIDE THE REQUIRED RESIDENCY AND WORK PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID/Jordan has an immediate vacancy for a USAID Program Development Specialist- Donor Coordination position in the Program Office (PRO). This is a Personal Services Contract (PSC) position, grade FSN-10. 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.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-10 level. USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

The Program Development Specialist - Donor Coordination is responsible for supporting USAID/Jordan Mission leadership in advising on and leading donor coordination and partner liaison efforts. The Specialist will report to the Deputy Director for Budget and Management of the Program Office (PRO). However, s/he will also receive guidance from the PRO Director and the Mission's Senior Leadership. The incumbent coordinates with officials from a diverse array of countries and various levels of

government. A high degree of professionalism, discretion, cultural sensitivity and comfort with diversity are required as well as a customer-service oriented attitude.

## **Major Responsibilities:**

### **Donor Coordination**

Under the supervision of the Deputy Director of PRO, the incumbent assists in managing the mission donors' coordination. Incumbent ensure appropriate continuity in the mission efforts and is responsible for maintaining a listserv of the donors' developmental programs in Jordan. The incumbent Liaises with the Ministry of Planning and International Cooperation (MOPIC) on issues related to donor coordination, creates, updates and utilizes a donor listserv to share and access relevant information such as studies, policies and assessments and assist in complying with periodic reporting of USAID projects to MOPIC.

The incumbent also manages the reporting of USAID/Jordan contribution to Jordan Response Plan (JRP). S/he works with other donors to leverage additional resources to implement joined projects and coordinates with donors to strengthen the negotiation position of the donors with GOJ in general and with MOPIC in specific. As such, the incumbent oversees all critical elements of the donors' coordination efforts of USAID/Jordan as follows:

1. The incumbent works closely with technical teams to enhance their coordination and liaison efforts at the Development Objective and technical levels.
2. S/he prepares and distributes a monthly partner's news bulletin and other similar periodicals.
3. Manage database of donor contacts, groups and activities for Mission use; provide relevant information pertaining to USAID budget, policies, priorities, plans, etc. to other bi-lateral and multi-lateral donors.
4. Coordinate and plan USAID sponsored donor meetings.
5. Analyze Mission strategy and projects to identify opportunities for enhanced donor coordination, in partnership with USAID technical teams, to determine if they are contributing optimally to the goals of the USAID/Jordan five year Country Development Cooperation Strategy (CDCS).
6. Liaise with the Ministry of Planning and International Cooperation (MOPIC) on issues related to donor coordination, as requested. Assist in compiling and reporting of USAID activities to MOPIC as needed.
7. Coordinate USAID participation in meetings and on various task forces to ensure that development activities contribute to shared goals of strengthening the resilience of communities hosting refugees and supporting regional stability.
8. Support the development and implementation of best practices in coordinating USAID objectives and projects with other donors.
9. Draft briefing checklists and talking points, on USAID donor coordination efforts for meetings involving the Ambassador, Mission Director or other high level official.

## **Implementing Partner Liaison**

The incumbent acts as Partners Liaison as per the following:

1. Coordinate regular implementing partner meetings and other partner events (e.g., special meetings outside of Amman, open house exhibitions, ad hoc meetings for VIP visitors, etc.)
2. Coordinate responses to queries related to donor coordination from implementing partners.
3. Maintain an up-to-date implementing partner contact list, working with contracting and technical offices.
4. Liaise with the Ministry of Planning and International Cooperation (MOPIC) on issues related to donor coordination, as requested.
5. Support partner participation with outreach events, social media, and other related tasks.
6. Compile and distribute monthly partner news bulletin to share achievements and support opportunities for partners to collaborate.

## **Program Coordination**

1. USAID inter-agency liaison within the embassy. Respond to requests to gather and compile information needed for meetings, guest lists for official events, visits to partner activities and events, etc.
2. Report to senior management team and the Middle East Bureau on progress, impacts, problems, constraints and issues related to development goals for Jordan.
3. Support other areas in the program office with various projects on an as needed basis, particularly in the development outreach and communication area.
4. Assist technical offices with planning of events as needed and participate in events when possible. Occasional day travel outside Amman for site visits to partner activities.

## **Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

## Qualification Criteria:

1. A Bachelor's Degree in one of the following fields: business administration, public administration, economics, finance, social science, international relations, diplomatic studies is required. **Supporting documentation (i.e. a copy of degree certificate) must be included in the application for eligibility purposes.**
2. A minimum of three years of progressively responsible experience in working with international development organizations, donors, and Government of Jordan in terms of donors' coordination, events and logistics management.
3. 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. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; else candidate will be tested again.
4. Skills & Abilities:
  - a) Must have demonstrated a professional-level of interpersonal and negotiating skills.
  - b) Must have demonstrated a detailed understanding of the development environment in Jordan.
  - c) Must have excellent judgment and analytical skills, and strong organizational capabilities.
  - d) Must have demonstrated knowledge of current trends related to enterprise development and youth/workforce development, as well as their impact on communities.
  - e) Must have demonstrated ability to obtain, analyze, and evaluate a variety of data as a part of daily operations.
  - f) Must have demonstrated computer skills in specialized software including Windows 7 and Microsoft Office Suite.

## **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 technical test. The 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 will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to:

Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:  
[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

## **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
- 13<sup>th</sup> & 14<sup>th</sup> 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: 5906000 ext. 6605/6117.