



## USAID Project Management Specialist (OCS)

### 13. BASIC FUNCTION OF POSITION

The Project Management Specialist serves as a technical specialist for citizen security, democracy and governance, anti-corruption and other related activities. Programming in the Office of Citizen Security (OCS) includes activities focused on youth crime and violence prevention., civil society strengthening, anti-corruption, workforce development, human rights, institutional capacity building, and other activities. The position is located in OCS and reports to the Director of the Office of Citizen Security.

USAID Project Management Specialist positions administer development assistance projects (through contract, cooperative agreement, or grants) to ensure that objectives are achieved in accordance with financial, timing, and other considerations embodied in the project. Such duties often entail coordination with other technical and support offices to execute in a fully effective manner.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

### % OF TIME

The following duties broadly cover the range of duties and continuing responsibilities for the position titled Project Management Specialist:

- 1. Contract, Cooperative Agreement, and Grant Administration - Technical Liaison and Direction, Substantial Involvement, and Activity Management** **25%**
  - a. Serve as the technical liaison between the Contracting Officer (CO) and contractor(s), the Agreement Officer and grantee(s), and/or Activity Manager (AM) in support of the Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR).
  - b. Provide technical direction/guidance within the scope of awards managed, designated roles (AOR/COR/AM), and authorities. This includes overseeing compliance with all award terms and conditions, and applicable Agency policies and regulations.
  - c. Establish and maintain routine communication with the alternate AOR/COR/AM, as applicable, and provide updates on award performance and activities to ensure continuity of oversight and support for projects.

**2. Applied Technical and Advisory Support – Technical Expertise, Strategy Development, and Project Design** **20%**

- a. Applied Technical Expertise in the position’s functional/subject area to support project, program, portfolio, and broader Mission and/or Agency objectives.
- b. Engagement in Planning and Strategy Development, to include the preparation and compiling of performance and reporting documents such as Country and Regional Strategies, Operational Plans, Performance Reports, and supporting activities, as applicable.
- c. Engagement in the Project Design process and supporting activities to operationalize the Mission’s development strategies.

**3. Monitoring and Evaluation - Performance Monitoring, Analysis, and Reporting** **20%**

- a. Monitors implementer performance and verifies that it conforms to the technical requirements and quality standards agreed to in the terms of any given award. Performs site visits to gather data and verify progress toward project objectives.
- b. Obtains project data, provides input into Agency repositories, and performs the Analysis of information to assess implementer performance, and advance broader Mission objectives.
- c. Drafts, authors, edits, reviews, and updates documentation for project and other relevant administrative reporting on activities. This includes the preparation of internal documents (various memoranda, spreadsheets, databases, checklists, etc.) as mandated by Mission and USAID regulations, and in support of general administrative and collaboration, learning, and adapting activities.
- d. Develop performance monitoring plans, oversee their implementation, conduct evaluations and perform reporting in support of designated programs/projects, as well as the broader office portfolio, Quarterly, Semi-Annual and Annual Progress Reports, among others.

**4. Stakeholder Engagement - USG Inter-Agency, Host Government, Donors, Partners, Multilateral Group Engagement Reporting** **20%**

- a. Represent the Agency to key stakeholders, manage information flows, and inform decision makers to achieve objectives. This includes written and verbal communication, and presentations to cross-cultural audiences that convey Agency standards, policies, and priorities.
- b. Build partnerships, facilitate communities of practice, and serve on working groups, committees, technical review panels, and other administrative or governing bodies that are stakeholders in the subject technical area of the position

**5. Financial Management - Budget Tracking, Financial Oversight, and Administrative 15%**

- a. Monitor the financial status of the award on a regular basis, including quarterly accruals and incremental funding, to ensure award compliance with Agency regulations for financial management.
- b. Review award recipient requests for payments or financial reports and provide or deny your administrative approval.
- c. Ensure that all applicable Agency regulations, policies, and procedures for the financial management authorities within the position's purview, are followed and that activities maintain compliance.

**6. File Management - File Documentation, Upkeep, Retention, Disposition, and Collaboration**

- a. Establish and maintain AOR/COR/AM files to Agency standards and use mandated electronic storage applications for document retention. This also includes maintaining records of all monitoring and oversight, site visits, correspondence with grantees/contractors, and all other relevant actions taken in an AOR, COR, and/or Activity Manager role.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** A minimum of a bachelor's degree in social or political science, law, business administration, public or international affairs, or economics is required.
- b. **Prior Work Experience:** A minimum of five (5) years of professional work experience in managing, analyzing and coordinating programs in the field of democracy and governance and or citizen security is required.
- c. **Post Entry Training:** On the job training, Agency specific courses, and commercial training that develop and maintain relevant knowledge, skills, and abilities, will be provided. Such training will be prioritized as it supports the execution of the Agency's strategic planning at the Mission level. Opportunities for the development of professional expertise and broadening of skills will focus on the areas of U.S. government and Agency programs, operations, acquisition and assistance awards and project management, financial management and budgeting, technical expertise, and/or other organizational needs.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- d. **Language Proficiency:** Level IV in written/spoken English is required.
  
- e. **Job Knowledge:** The incumbent must be able to understand and apply Agency policies, USG regulations, and consistently follow through on routine procedures for the performance of duties and responsibilities. Functional knowledge required for this position includes project/program design, project/program management, activity/project implementation, monitoring and evaluation, budgeting, risk management, formal communications, stakeholder engagement, organization of files and records, and ethics.

The incumbent must also have a comprehensive knowledge of the concepts, principles, techniques and practices aimed at crime and violence prevention, democracy and governance, human rights, and anti-corruption. They should have a solid knowledge of the key actors in Jamaica, from civil society organizations to private businesses to public institutions, which have an important role in promoting citizen security in Jamaica, as well as a strong understanding of Jamaica's political landscape and how it relates to democracy and governance.

- f. **Skills and Abilities:** The ability to work as a member of a team in a culturally diverse environment is required. The incumbent must be able to work diplomatically and effectively under pressure, with the ability to multitask in the performance of daily activities and responsibilities. Strong communication abilities (written and verbal), facilitation, and interpersonal skills are required. Professional level proficiency in business applications for word processing, spreadsheets, and other standard office software. The ability to organize and analyze data/information, and independently author routine memoranda, extensive reports and deliver presentations on highly technical subject matters, is mandatory.

## 16. POSITION ELEMENTS

- a. **Supervision Received:** The position is supervised by the Director of the Office of Citizen Security.
  
- b. **Supervision Exercised:** This is a non-Supervisory position
  
- c. **Available Guidelines:** The Automated Directives Systems (ADS), Foreign Affairs Manuals and Handbooks (FAM/FAH), Agency for International Development Acquisition Regulations (AIDAR), Federal Acquisition Regulations (FAR), and other Agency initiatives, policy directives, or notices, as applicable.

- d. **Exercise of Judgment:** Incumbent will have substantial autonomy to carry out the full range of duties within the scope of the position, and/or designated role(s).
  
- e. **Authority to Make Commitments:** The incumbent, upon achieving certified contracting officer and/or agreement officer representative status, and being formally designated, will exercise full authorities ascribed to such role(s).
  
- f. **Nature, Level, and Purpose of Contacts:** The position develops and maintains a broad range of important contacts with senior-level business leaders, government officials, community leaders, donors/partners, and other organizations to implement programs, manage projects, and advance Agency objectives.
  
- g. **Time Expected to Reach Full Performance Level:** One (1) year.

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