USAID | AFGHANISTAN
FROM THE AMERICAN PEOPLE

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The United States Agency for International Development (USAID) Afghanistan is seeking applications from Afghan nationals for the position of **Project Management Specialist/Field**. **(Multiple Positions)**

INTRODUCTION:
Project Management Specialist/Field will be second-in-charge of the USAID field office and will report to the USAID Field Program Officer (FPO). The incumbent will be assigned based on relevant experience, skills and current staffing needs to one of the following locations/provinces/PRTs: Kandahar and Zabul.

The applicants must clearly mention <u>their preferred location/province</u> in the cover letter of interest, otherwise their applications will not be considered.

Roles and Responsibility:

- Represent USAID at the provincial/district level with local government officials, communities and other stakeholders outside the PRT compound.
- Support FPOs in assisting GIRoA entities in preparing, submitting and executing budgets and in preparing and implementing annual work plans.
- Prepare and update useful background information including political, historical, and programmatic and conflict information relevant to the province/district where the PMS is working.
- Be a primary point of contact to the USAID/Field Office for local GIRoA entities and officials, community elders and other local stakeholders.
- Monitor USAID projects running in the particular province/district on regular basis and communicate the information to the pertinent On-Site Monitor or PRT Sector Team Leader
- Ensure local government awareness, participation and ownership of PRT and USAID programs and plans.
- Write reports and provide guidance and recommendations to USAID management and technical offices on issues such as new development problems, constraints or issues related to the political, security, social and economic situation.
- Be an Activity Manager for USAID program activities in the respective province/district, as needed.
- Provide support and guidance to the PRT and Military on province-specific local, political, historical, and programmatic and conflict issues.
- Have sole responsibility for office filing.
- Provide interpretation and translation services to the FPO when and if required.
- Other duties as assigned by the FPO, Field Program Manager and USAID/PRT Senior Development Officer.
- Travel throughout province, including municipalities and districts, as required performing above task.

EDUCATION: (20 points) Bachelor's degree in Social Science, Business Administration, Economics, International Relations, International Development, Communication, Engineering, Agriculture, Economics, Law or related area of study is required.

EXPERIENCE: (30 points) At least five years of experience in program development, management, monitoring and evaluation is required, preferably with an international or foreign development organization. Technical background/experience in Finance, Government, Education, Health, Gender, Engineering, Agriculture, Communication or Law is strongly preferred.

LANGUAGE: (20 points) excellent communication skills in English and at least the dominant local language of the subject province (Pashto & Dari).

KNOWLEDGE, ABILITY AND SKILLS: (30 points) Three to five years of experience in a position which demonstrates strong leadership skills in relevant areas which demonstrates knowledge about the local issues and increasing responsibility for managing analyzing, coordinating, and guiding significant analytical and project management efforts. Experience implementing alternative development programs is highly desirable.

HOW TO APPLY

Applicants are required to submit an application package on the attached DS-174 Form along **with a cover letter of interest, which clearly describes individual's qualifications for this position-- and their CV** to USAID by email to USAID by email to: AfUSAIDJobs@state.gov Subject line must be: (Field1274) or your application may not be considered. The required application forms can also be downloaded from the two following websites:

1. USAID/Afghanistan: http://afghanistan.usaid.gov
2. Acbar website: http://www.acbar.org

A strong and clear cover letter expressing reason for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID's operations are required**.** The successful applicant must be able to obtain and retain the required USAID medical and security clearances. **Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is June 13, 2012** (1630 hrs)**.** Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest including preferred location/province
2. An up-to-date Resume/C.V
3. DS-174 form (to be filled out completely)
4. Updated references (3 referees contact info)

Note:

- Only short-listed candidates will be notified.
- This vacancy is only open to Afghan Nationals.
- No in-person appointments or telephone calls will be entertained.
- **Women are particularly encouraged to apply.**

COMPENSATION PACKAGE

Position is classified at the Grade Level: FSN- 10. However, if there are no (or too few) candidates who are fully qualified (i.e., who do not meet the minimum qualifications and requirements as specified in the Position Description), other candidates may be considered for a position at a lower grade, for training purposes. The United States government is committed to ensuring equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH
GENDERS ARE URGED TO APPLY