Issuance Date: May 30, 2012
VAC No: USAID/306/12/76/ODG

United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of **Project Management Specialist** in the Office of Democracy and Governance (ODG).

JOB SUMMARY: The incumbent is responsible for designing, managing and evaluating existing and planned multi-million dollar USAID initiatives. 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 and Afghanistan government officials.

- Serve as Contract Officer Representative (COR) or alternate for Democracy and Governance awards.
- Manages democracy assistance activities in one or more of the following areas: elections, political parties, parliament, sub-national governance, media, or civil society.
- Assists the Governance team 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 and reports on those 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 Using published and unpublished sources, and, where necessary, conducting research of a qualitative and/or quantitative nature, assesses the impact of new developments and interventions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.
- Performs any other identical tasks assigned by the respective supervisor.

QUALIFICATIONS

EDUCATION: (20) University degree in business/public administration, political science, law or related field is required.

EXPERIENCE: (20) Four to five years of work experience in areas which demonstrate knowledge about the local conditions and capacities of Afghanistan, and experience which demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and project management efforts required. Prior work experience with an international firm or donor agency is highly desirable.

LANGUAGE: (20) Level IV (fluent) in English and local languages (written & oral) are required.

KNOWLEDGE, SKILLS AND ABILITIES: (40) A thorough knowledge and understanding of the political situation and the legal sector in Afghanistan is necessary. Contacts with appropriate governmental officials and legal professionals are essential. Knowledge of national and sub-national

governance policies and familiarity with Afghanistan's political system is also necessary. The incumbent must have the 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 U.S. Government project and program policies, objectives and procedures and to transmit and interpret host country government and non-governmental sector attitudes and concerns to senior U.S. Government officials

HOW TO APPLY

Applicants are required to submit an application package on the attached Employment Application Form along **with a cover letter of interest, which clearly describes individual's qualifications for this position--and their CV** to USAID by e-mail to: AfUSAIDJobs@state.gov Subject line must be: (DG1276) or your application may not considered. The required application forms can also be downloaded from the two following websites:

1. USAID/Afghanistan: http://afghanistan.usaid.gov
2. Download part of 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 12, 2012** (1630 hrs)**.** Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
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

This position is classified at the FSN-10. However, selected candidates may be hired at career level, initially at the FSN 08/09 grade level due to requisite experience that need to be completed for selected candidates to reach the Project Management Specialist's full performance level. Starting salary will be determined on the basis of qualifications, work experience and/or previous salary history. 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.

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