USAID | AFGHANISTAN
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Issuance Date: May 30, 2012
Vacancy Number: USAID/306/12/72/OEGI

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 Economic Growth and Infrastructure (OEGI). There are multiple positions available in this category.

JOB SUMMARY: The incumbent serves as a Project Management Specialist for USAID Afghanistan's Office of Economic Growth and Infrastructure (OEGI). This is a high-level professional position, which supports USAID/Afghanistan programs in economic growth, natural resource management, and infrastructure development. The Project Management Specialist supports teams managing programs in one or more OEGI target program areas, including mining and hydrocarbons; water and sanitation, and water resource management; energy generation, transmission, and distribution; commercialization of utilities; capacity building; or economic growth programs. The incumbent may serve as a project manager for one or more key activities under OEGI's portfolio of programs and projects.

MAJOR DUTIES AND RESPONSIBILITIES

- Become familiar with USAID policies, procedures, objectives, and strategies.
- Assist in the analysis of needs, conceptual design of activities, and the preparation of program descriptions, amendments, and related statements of work.
- Participate in technical evaluation committees to evaluate and select contractors and grantees.
- Obtain Contracting Officer's Representative (COR) certification. Serve as a lead or alternate COR or ACOR on one or more OEGI projects.
- Manage economic growth, energy and water sector projects and programs, including conduct of field visits, monitoring of contract deliverables, and assessment of implementing partner performance and progress, and recommendation of remedial actions to ensure that work meets agreed standards.
- Assist other Economic Growth, Energy and Water Team members to manage activities.
- Prepare action memos, implementation letters, reports, briefings, scopes of work, and other documents related to project planning, management, and reporting.
- Draft official correspondence and respond to information requests from the Government of Afghanistan and other entities in the sector.
- Maintain project and program files, including databases on project performance, implementation progress, disbursement of funds, and achievement of objectives.
- Review financial reports from implementing partners, monitor expenditures, process contractor invoices, prepare pipelines, accruals, and program modification requests. Track commitments, obligations and de—obligation actions. Closeout completed activities.
- Develop information tracking systems, collect baseline data, coordinate monitoring and evaluation, and analyze collected data.
- Support implementing partners to strengthen their technical and financial reporting, to meet the information needs of Congress, auditors, and other stakeholders, external and internal. Monitor partner compliance with applicable laws, regulations, and contract terms.

- Convene, lead, or participate in meetings to support and coordinate activities, programs, budgets, strategic objectives, and intermediate result issues. Disseminate information on Mission programs as appropriate. Prepare agenda and minutes as required.
- Prepare updates for the annual USAID Operational Plan and other reporting, for semiannual and annual portfolio reviews with mission management, for Congressional taskers and presentations.
- Assist USAID planning, needs forecasting, and budgeting.
- Build and maintain professional relationships with Mission employees, USAID/Washington staff, consultants, implementing partners, government officials, and donor agencies.
- Maintain an up-to-date understanding of Afghan Government priorities and objectives in assigned sector. Recommend areas for USAID assistance. Advise USAID staff on programmatic or cultural conflicts between USG and Afghan Government objectives.
- Perform other related duties as assigned by the Energy and Water Team Leaders or other USAID supervisors.

QUALIFICATIONS

Education: (15 Points) Master's degree in economics or business administration, environmental sciences, public administration, urban planning, engineering (mechanical, electrical, energy, industrial, hydropower and/or civil construction), energy, economics, private sector development or a related field is required.

Experience: (20 Points) Five years of progressively responsible experience in development program design, implementation, management, and evaluation is required. Two years field experience with international development organizations is preferred. Business, economic growth, or financial management experience preferred. Experience in power production, transmission, distribution and management; hydrocarbon production, sustainable energy, utility commercialization, water and sanitation, or water resource management preferred.

Knowledge: (15 Points) In-depth knowledge of a professional field directly related to economic growth or infrastructure programs required. Knowledge of economic, social, and development environment in Afghanistan and neighboring countries.

Ability and Skills: (30 Points)

- Ability to manage resources, projects, and programs effectively and efficiently is required.
- Maturity, stability, objectivity, resourcefulness, adaptability, and the application of sound professional judgment are required.
- Ability to conceptualize, analyze, identify problems, develop solutions, and exercise sound judgment is required.
- Ability to effectively communicate and work with superiors, subordinates, colleagues, and partners, both inside and outside the Mission, orally and in writing, is required.
- Good interpersonal skills, the ability to work effectively in a multicultural team environment, and to achieve consensus on project and administrative matters, is required.
- Computer literacy in word processing, spreadsheet, presentation programs, email, and the internet, and the ability to learn workplace specific programs for payroll, travel, and project management is required.
- Post Entry Training: Over time, and as courses become available, training in USAID Agency processes will be provided (A/COR, strategic planning, performance monitoring and program planning).

Language: (20 Points) Level IV (fluent) in: English 10 points maximum; and Dari or Pashtu 10 points maximum, is required.

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: (EGI1272) or your application may not considered. The required application forms can also be downloaded from the 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 is required, expressing the candidate's reason for interest in the position, summarizing relevant qualifications, and the contributions they can provide to USAID. The successful applicant must be able to obtain 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-11: However, selected candidates may be hired at career level, initially at the FSN 09/10 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.

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ALL ETHNIC GROUPS AND BOTH
GENDERS ARE URGED TO APPLY