Issuance Date: June 07, 2012
VAC No: USAID/306/12/80/OAG

United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of **Project Management Specialist-Food for Peace** in the Office of Agriculture (OAG).

JOB SUMMARY: The incumbent is assigned to the USAID/Afghanistan Mission, Office of Agriculture (OAG), and serves under the supervision of the Food for Peace (FFP)/Mission Officer in the Office of Agriculture (OAG), USAID/Afghanistan. The Project Management and Disaster Specialist assists the FFP/Mission Officer with implementation issues and all administrative and documentation requirements dealing with non-emergency food aid for development, disaster, food security and emergency food aid assistance and related issues. The incumbent of this position will also be the Mission's Alternate Mission Disaster Relief Officer (AMDRO) and will report to the Office of Foreign Disaster Assistance (OFDA) on related issues.

The Project Management and Disaster Specialist is required to exercise reasonable judgment in carrying out all aspects of his/her work, and work with minimal supervision and relatively independently in planning and executing assignments. This reasonable judgment includes deciding on the approaches to be taken, proactively identifying problems before they occur or in their early stages of development, resolving problems and conflicts, and meeting deadlines.

This position requires situational assessment, interpretation, judgment, and timely decision making. The incumbent must work harmoniously and in close collaboration with OFDA, other Mission offices, other USG offices, donor organizations, USAID field officers, PVO and NGO implementing partners, and mid- to high-level Government of the Islamic Republic of Afghanistan (GIRoA) officials. The incumbent performs analyses of project related problems (both financial and technical) and recommends appropriate remedial measures. Monitor implementing partner's management and use of USG food commodities, from review of call forward requests to warehousing and distribution with routine visits to the field. He/She assists the FFP/Mission Officer with initiating new programs and activities for food security and performs other duties and task as assigned by the FFP/ Mission Officer, the OFDA Representative and the Director of the Office of Agriculture.

He/She is responsible for tracking results and performance indicators; receives and reviews periodic reports to ensure that program benchmarks and goals are being met; conducts site visits to monitor program activities; identifies and assists in resolving problems; prepares trip reports with findings and recommendations and supplements these with oral briefings to the FFP/Mission Officer and/or the OFDA Representative. Coordinating with other donors, UN Agencies, and GIRoA Officials involved in various aspects of disaster response and humanitarian assistance is required, but also the ability to report regularly on the status of ongoing actions and analyze the capacity of various actors to react and provide assistance is essential to this position. Strong verbal and written communication skills (in English language) are vital to this position. Assists with the preparation of the annual analysis to ensure that appropriate USG commodities and tonnage are imported and that:

a) imported commodities do not cause disincentives to local production and marketing;
b) adequate storage exists for imported commodities;
c) imported commodities do not displace normal commercial sales.

QUALIFICATIONS

EDUCATION: (20) A bachelor's degree is preferred in agriculture and/or business (or equivalent Field) or equivalent work experience in fields of agriculture, food security, and humanitarian assistance.

EXPERIENCE: (30) Three to five years of progressively responsible experience in food security, agriculture development, business management, or humanitarian assistance.

LANGUAGE: (20) Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read). Fluent in English (level 3 or higher) with a capacity to prepare papers, correspondence, and analytical materials in English and be able to conduct and fully participate in high level meetings carried out in English; competently translate Dari/Pashto to English and/or vice-versa.

KNOWLEDGE, SKILLS AND ABILITIES: (30) A strong grasp of the policy, technological, cultural, social, political and institutional factors affecting food security and humanitarian assistance and the public and private sector's capacity to address them. A strong grasp of policy, institutional and human capacity issues constraining food security and humanitarian assistance and its consequences on food productivity is required. Ability to assume the initiative and work independently with minimum or no supervision; ability to establish and maintain contacts and networks with USAID contractors, grantees, clients, counterparts; ability to analyze USAID agreements, communicate their terms and conditions, review and critique related work plans and deliverables to ensure conformance.

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: (AG1280) 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. 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 20, 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 Grade Level

If there are no (or less than four (4) 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 the position at the career grade level, initially at the FSN 08/09 grade level. S/he will be promoted to the higher level, subject to:

a): Completing the requisite experience that is required for the selected candidate to reach the Project Management Specialist-Food for Peace's full performance level
b): Availability of the fund
c): And obtaining a bachelor degree

Starting salary will be determined on the basis of qualifications, work experience and/or previous salary history.

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