



**Title:** Project Management Specialist (Rule of Law)  
**Open:** February 13, 2013  
**Closing:** February 27, 2013 (COB)  
**VA #:** USAID/306/13/19/ODG  
**Position Grade:** FSN-10

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of **Project Management Specialist (Rule of Law) (Re-advertisement)** in the Office of Democracy & Governance (ODG)

#### **BASIC FUNCTION OF THE POSITION:**

The FSN position is located in the Office of Democracy and Governance (ODG), one of the offices in the USAID Afghanistan Mission. Under the general supervision and technical guidance of the Democracy and Governance Officer, the employee serves as a program manager, cognizant technical officer and the mission's professional specialist with particular emphasis on civil society development and the rule of law. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country.

The incumbent is responsible for designing, managing and evaluating multi-million dollar USAID initiatives promoting democracy and governance that are politically viable, cost effective, and respond effectively to areas of greatest need and potential. 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; Afghanistan government officials; and legal professionals.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

A. Serves as Cognitive Technical Officer (CTO) for Democracy and Governance civil society awards. Manages assigned democracy assistance activities (with a particular emphasis on civil society development and the rule of law) or selected components of complex democracy projects, which are underway in the country. Prepares the scope of work and illustrative budget for new and follow-on activities, evaluations, and other related efforts. Reviews and comments on and provides approval on proposals and work plans. Prepares and/or reviews specifications for commodity procurement. Monitors performance through site visits, written reports, and regular communication with implementers and recipients. Identifies delays and problems with democracy projects and formulates pragmatic solutions. Documents findings and follow-up actions in monitoring reports. Researches and provides implementers with information or appropriate guidance on USAID regulations and how to comply with them. Monitors project financial reports, vouchers, accruals and disbursements. Prepares authorizations for signature of responsible superiors. Consistent with the overall Mission strategy and work plans, the incumbent independently cultivates/maintains contacts and dialogue with local partners, Afghan government officials as well as non governmental organizations (NGOs) groups in the country. The dialogue with these contacts will be used by the employee to monitor the legal and political environment for democracy and when appropriate, to advocate reforms in polices to strengthen democracy and to curtail good governance.

Within the framework of guidelines provided by the Democracy Officer, conducts negotiations with relevant counterparts in Afghanistan regarding the design, development and implementation of Democracy and Governance activities and programs, and the types and amounts of support to be provided by each party.

B. Assists the Democracy Officer 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. Activities include research and writing, as well as substantive participation in program planning and implementation mission wide.

C. 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. On the basis of contacts and research findings, the incumbent recommends approval, modification, or rejection of program objectives, approaches, timing, scope, etc. Analyzes the policy documents of the government and non-governmental organizations of Afghanistan and other donors operating in the country to identify "targets of opportunity" for future USAID interventions in support of democracy and rule of law in order to minimize duplication of efforts. On the basis of USAID policy and program objectives, incumbent prepares technical and policy analyses to evaluate trends in the development of democratic culture, which is the Mission's Democracy and Governance objective. Contributes directly to the drafting of annual and semi-annual performance reviews, notifications to Congress, and other required reports, as assigned. On a selected basis, provides reporting and analysis on initiatives, programs and activities outside of the Democracy & Governance portfolio. As requested, briefs officials from the United States and Afghanistan along with contractor representatives on the state of democracy development, needed reforms, needed counterpart actions, constraints and other related issues. Participates as a full member of the Democracy and Governance office. Participates in strategy and program reviews. Comments on other activity managers' project documents, as requested. Drafts and solicits comments from other members for their consideration and approval. Drafts technical justifications for new activities and for changes to ongoing activities and programs. These drafts cover economic, political, cultural and social factors; assistance objectives and methodology; and needed inputs and expected results. Serves, as assigned, as the ODG member on Mission teams overseeing other strategic objectives or cross-cutting issues, which interact with democracy assistance objectives. As requested participates in other technical offices and provides substantive input on D&G issues.

#### **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** University degree in political science, law, international relations or related field is required. **(15 Points)**

**Experience:** Must have four to six years of work experience in relevant areas which demonstrates knowledge about the local conditions and capacities of Afghanistan, and/or experience in another field, which demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and project management efforts is required. Prior work experience with an international firm or donor agency is highly desirable. **(40 Points)**

**Language:** Level IV (fluent) in English, Dari and Pashtu is required. **(5 points)**

**Knowledge, Abilities and Skills:** 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. This must be complemented by a good understanding of 1) the economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance, USAID programming policies, regulations, procedures and documentation and of the objectives, methodology, and status of the program and projects to

which assigned. Incumbent must have 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 USAID project and program policies, objectives and procedures and to transmit and interpret host country government and non- governmental sector attitudes and concerns to senior USAID officials.  
**(40 points)**

## 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 CVs to USAID by e-mail to: [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov)  
**Subject line must be: (DG1319).**

**Applicants who do not provide the required documents stated above shall not be considered. Closing date for submission of applications is February 27, 2013 (COB).** Please note that only short-listed candidates will be contacted for an interview.

The required application forms can also be downloaded from the following websites:

1. USAID/Afghanistan: <http://afghanistan.usaid.gov>
2. Karyabee website: <http://www.karyabee.com>

## REQUIRED DOCUMENTS

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/CV
3. DS-174 Form (to be filled out completely)
4. A minimum of three (3) up-to-date references

### Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.
- Ø Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Women are particularly encouraged to apply.**

## COMPENSATION PACKAGE

**This position is classified at the FSN-10 level:** However, if there are no (or too few) candidates who meet the minimum qualifications as specified in the solicitation, other candidates may be considered for a position at a lower grade, for training purposes. Starting salary will be determined on the basis of qualifications, work experience and/or previous salary history.

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