



# USAID | AFGHANISTAN

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The United States Agency for International Development (USAID) Afghanistan is seeking applications from Afghan nationals for the position **Project Management Specialist**, Office of Director, Provincial Reconstruction Team. **(59 Positions)**

## HOW TO APPLY

Interested applicants from within the Mission should send their applications to email [prt09111@usaid.gov](mailto:prt09111@usaid.gov). Employees in probationary status are not eligible to apply.

Outside candidates: Should submit their application in the attached Employment Application Form along with their C.Vs to USAID by email to: [prt09111@usaid.gov](mailto:prt09111@usaid.gov). Application form can also be downloaded from USAID/Afghanistan website: <http://afghanistan.usaid.gov> and download part of ACBAR website. Please note that applications without the completed form will not be considered. Closing date for submitting application is **07/19/2009** (1630 hrs). Any applications received after this date will not be considered. Please note that only short listed candidates for the interview will be notified.

## INTRODUCTION:

Project management Specialist/PRT 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 provinces, districts and regional commands throughout Afghanistan. Applicants must be flexible regarding their placement.

## 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 designing development and reconstruction projects, bearing in mind local perspectives.
- 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/PRT Office for local 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 Contracting Officer's Technical Representative (COTR).
- 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, 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 Director and Deputy Director.

**QUALIFICATIONS: (20 points)** Completion of high school is required; Bachelor's degree in Social Science, Business Administration, Economics, International Relations and International Development is strongly preferred.

**EXPERIENCE: (30 points)** At least five years of experience in program development, management, monitoring and evaluation is required.

**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.

### **COMPENSATION PACKAGE**

Position Grade Level: FSN-10. 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**