

POSITION: Project Management Specialist, (Humanitarian Assistance Program Management Specialist)

BASIC FUNCTION OF POSITION

The Project Management Specialist (PMS) serves as a technical advisor on local governance, community development and humanitarian issues for the USAID/Burma Mission's Office of Democracy and Governance (ODG). The PMS will provide support for data collection and analysis, advisory, monitoring, management and evaluation aspects within humanitarian, local governance and community development sectors. The jobholder will collaborate and coordinate with colleagues from USAID and US Embassy Rangoon to align diplomacy and assistance efforts. The incumbent will also coordinate with donors, United Nations Agencies and non-governmental organizations (NGOs) and work to develop and manage crucial relationships, maintain up-to-date analysis of the local situation and support USAID's efforts to transparently and accountably deliver humanitarian assistance, as well as community-driven development activities and local governance empowerment approaches.

MAJOR DUTIES AND RESPONSIBILITIES

The PMS serves as technical representative for grants, contracts, and cooperative agreements; monitors and evaluates awardee performance; recommends methods for improved performance; develops implementation oversight plans, and performs regular financial tracking and oversight. The PMS will manage and support projects related to ODG's complex and politically-sensitive portfolio, projects which support humanitarian assistance efforts and protecting the human rights of the vulnerable populations.

The incumbent provides programmatic and technical support to USAID-funded regional programming in addition to assisting with strategic planning, framework development, management and implementation of ODG project activities.

A. Grants/Project/Program Management:

40% of time

1. Serve as Contracting/Agreement Officer's Representative (C/AOR) to provide day-to-day management of contracts and agreements, as well as sub-grants and sub-contracts for Democracy and Governance Office (ODG) project activities. The position also serves as alternate on contracts and agreements.
2. Develop and implement project activity monitoring and evaluation (M&E) systems with implementing partners.
3. Meet with project implementers and conduct regular site visits to monitor program activities.
4. Coordinate closely with the primary implementing partner and local grantees to ensure timely submission of all reports, quarterly reports, financial reports, and indicator data.
5. Review narrative reports and communicate key project successes and concerns to appropriate ODG, USAID Burma and Embassy Rangoon colleagues.
6. Recommend actions to ODG partners to improve program activities and follow up to ensure recommendations are carried out.
7. Review financial reports from ODG project implementers to monitor financial indicators, expenditures, burn rates, pipelines, need for incremental funding, congruity of expenditures against activities, and voucher approval.
8. Provide technical advice and collaboration in program development with implementing partners, including approval of grant proposals.
9. Manage field support activities, reviewing and approving proposed worked plans.
10. Provide direction, monitoring and evaluation and day-to-day field oversight of projects within his/her portfolio.

B. Program Development and Strategy:

20% of time

1. Serve as a key member of the ODG team on program management and strategic planning issues.
2. Assist in the design of innovative activities as diverse as trafficking in persons, democracy and governance, humanitarian assistance, and refugee issues.
3. Design and manage appropriate systems to track specific field support activities and their budgets.

4. Make recommendations to USAID partners and other ODG members on improvements in program implementation.
5. Provide technical assistance in program design, implementation and evaluation of ODG activities in the country.
6. Provide direction and capacity building for local and international Non-Governmental Organizations (NGOs) implementing USAID activities as well as oversight for public international organizations (PIOs).
7. Maintain a productive and professional relationship with USAID Burma employees, Embassy Rangoon Employees, other donors, partners and Government of Burma (GoB) to synergize strategies, and align development approaches.

C. Technical Advisor/Liaison:

20% of time

1. Coordinate and develop partnerships in support of ODG's activities by representing USAID in donor and diplomatic meetings; strengthening networks and partnerships with local, national, and international organizations, and interacting with key USG counterparts.
2. Serve as member of the USAID team responsible for guiding the development, implementation and evaluation of USAID assistance as follows: a) monitoring selected components of the complex humanitarian assistance activities; b) following up and working closely with the other project management specialists on other project support activities; c) drafting activity documents such as briefing papers; d) drafting technical justifications for new activities and for changes to ongoing programs, objectives, activities or indicators.
3. Directly undertake negotiations with agreement partners, sub-grantees, associated government counterparts and other decision-makers on humanitarian, community development, local governance issues affecting ODG program performance, implementation, evaluation, impact and sustainability issues.
4. Provide issues-oriented briefings and presentations for USAID Burma on humanitarian, community development, local governance programming and recent socio-political developments affecting those programs.
5. Provide expert advice and analysis to senior members of USAID/Burma and partner organizations in such issues as inclusive development, political processes, governance, humanitarian assistance, and human rights.
6. Maintain current knowledge information on key humanitarian sectors; emergency response; water, sanitation and hygiene (WASH); food and nutrition; and health.
7. Facilitate communications between and amongst USAID's cooperating agencies and GOB in a timely fashion. These communications will be carried out in English and/or Burmese as the situation requires. Communication can be in person, by phone or in writing.
8. Require to collaborate with USAID Burma and US Embassy Rangoon personnel to effectively messaging out USG priorities and assistance programming commitments.

D. Analysis, Assessment, Research, and Representation:

20% of time

1. Collect quarterly, annual, and periodic programmatic data for analysis and discussion.
2. Analyze project data and synthesize narrative reports to contribute to USAID/Burma's Operational Plans, Congressional Budget Justification, and Performance Monitoring Plan. This task includes: 1) tracking performance data for ODG activities from partners, as well as international, governmental and nongovernmental sources; 2) preparing inventories of current indicators, information collected, and information needed; 3) proposing options for more effective and efficient data collecting methods; 4) verifying data accuracy; 5) determining whether data is in accordance with performance indicators.
3. Collate project data and synthesize reporting to contribute to USAID/Burma's annual internal operating unit reports and portfolio reviews.
4. Research latest information and intervention methodologies for relevant development activities.
5. Represent USAID at national, State/Regional level conferences and workshops and be able to explain and discuss ODG programs and related development issues.